

# Occupational Outlook 1996

## *Kings County*

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A Product of:



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## TABLE OF CONTENTS

	Page
Introduction	3
Using the Occupational Outlook Report	4
Automotive Body and Related Repairers	6
Cannery Workers	7
Dairy Farm Workers	8
First Line Supervisors and Manager/Supervisors -Sales and Related Occupations	9
Gardeners/Groundskeepers	10
Human Service Workers	11
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	12
Kindergarten Teachers	13
Medical Assistants	14
Pharmacists	15
Preschool Teachers	16
Receptionists and Information Clerks	17
Recreation Workers	18
Registered Nurses	19
Secretaries, Legal	20
Secretaries, Medical	21
Stock Clerks - Stockroom, Warehouse, Storage Yard	22
Teachers - Special Education	23
Traffic, Shipping, and Receiving Clerks	24
Truck Drivers, Light - Including Delivery and Route Workers	25
Possible Uses for This Publication	26
Research Methods	27
Sample of Survey	28
Top Ten Occupational Information Resources	32
Kings County Area Profile	34
Kings County Wage and Salary Employment by Industry	35

# INTRODUCTION

*Welcome* to the second Occupational Outlook Report for Kings County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS). It is produced through a partnership between the Kings County Job Training Office and the Labor Market Information Division of the California Employment Development Department.

This publication includes detailed occupational profiles for 20 occupations found in the Kings County labor market. The profiles were developed based upon extensive surveys with several hundred local employers during 1996. The research methods and sample questionnaire are contained in the appendix. The occupations surveyed were selected for study based upon a variety of criteria, including input from a panel of local employers and economic development professionals.

Each of the profiles follows the same basic format to make the information as user friendly as possible. There are three groups of terms used throughout the report.

The first group of terms quantifies employer responses to questions regarding the supply and demand as well as the experience of job applicants. The categories are as follows:

<b>All</b>	=	100%
<b>Almost All</b>	=	75-99%
<b>Most</b>	=	50-74%
<b>Many</b>	=	35-49%
<b>Some</b>	=	10-34%
<b>Few</b>	=	less than 10%

The second group of terms relate to the size of the occupation within Kings County. The categories are as follows:

<b>Small</b>	=	37 or fewer employees
<b>Medium</b>	=	38 through 75 employees
<b>Large</b>	=	76 through 164 employees
<b>Very Large</b>	=	165 or more employees

The third group of terms relate to the projected occupational growth from 1992 through 1999. The categories are as follows:

<b>Much Faster than Average</b>	=	12.5% or more growth
<b>Faster than Average</b>	=	8.91% through 12.14%
<b>Average</b>	=	7.29% through 8.90%
<b>Slower than Average</b>	=	7.28% to 0.05%
<b>No Significant Change</b>	=	0.00% + or -
<b>Slow Decline</b>	=	0.01 or less

# USING THE OCCUPATIONAL OUTLOOK REPORT

## Before You Begin...

Each occupational outlook profile is presented on a one page format as outlined below. The data is based on local employer surveys outlined in the Research Methods section of this report. The occupations in this report were surveyed from June to November, 1996, and hence reflect wages prior to the State and federal increases in minimum wage laws.

➤*Tip: Keep in mind that occupational information reflects a “snapshot in time” and that new information (since the data was collected) may need to be considered.*

## Occupational Title and Description

The occupational title and description are taken from the Occupational Employment Statistics (OES) Dictionary developed by the US Department of Labor. Nearly all jobs in the labor market fall into one of about 700 OES classifications.

➤*Tip: By comparison, the Dictionary of Occupational Titles (DOT) has over 12,000 classifications, and the Occupational Outlook Handbook (OOH) has 250 occupational categories covering about 85% of all jobs.*

## Education, Training and Experience

This section includes such information as the education level of “most recent hires” and the level of experience and/or training sought by employers.

➤*Tips: Experience requirements are often flexible, with many employers willing to substitute training for experience. Small employers, in particular, are often willing to waive requirements if they believe they have the “right” applicant. Full-time positions are often filled by promoting from among part-time (or temporary) employees.*

## Wages◆Work Patterns◆Benefits

Wage ranges and median wages are provided at three levels of skill and experience. Earnings information is presented as a tool for evaluating and comparing the potential earnings of one occupation to another. The data is not intended to represent official prevailing wages. Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time and part-time employees. Benefits typically provided by employers are listed. Occupations represented by unions are identified where such employment amounts to 20% or more of all workers in the occupation. Employees represented by labor unions consistently earned higher wages than non-union employees in the same occupation.

➤*Tips: Employers usually have waiting or probationary periods before medical insurance goes into effect. The employee's cost and coverage of medical insurance varies considerably from employer to employer.*

## **Employment Trends**

The information in this section includes:

1. **Supply-Demand:** The degree of difficulty employers have finding qualified applicants, and the percentage of job openings resulting from employee turnover.
2. **Occupational Forecast:** Occupational size and growth data are based upon projection tables provided by the Employment Development Department, Labor Market Information Division.
3. **Annual Job Growth:** The projected number of annual job openings due to a net increase in employment for the period 1992-1999.

➤**Tips:** Projections of Size and Growth are estimates developed by the Employment Development Department's Labor Market Information Division. The process of projecting occupational size involves merging occupational staffing data and industry growth forecasts. A "stable" or "slightly declining" projection should not necessarily discourage the job seeker, especially if the applicant is well trained with the needed skills and well prepared for the job search process. However, an occupation which projects "faster than average" growth, with a significant increase in the number of new jobs may present better opportunity for the entry level job seeker.

## **Jobs Skills**

Indicates some of the most important qualifications, including technical skills, physical abilities, flexibility, and other qualifications. Employers are surveyed as to the relative importance of approximately 25 desired qualifications. The survey responses are averaged and weighted by the number of employees. The qualifications that rank in the top third of a three-point scale are presented as "very important" and are listed in descending order.

**Questions regarding the data in this report or requests for additional copies should be directed to:**

**Kings County Job Training Office  
Kings County Government Center, Hanford, CA 93230.  
Phone (209) 582-9213  
FAX (209) 584-8947**

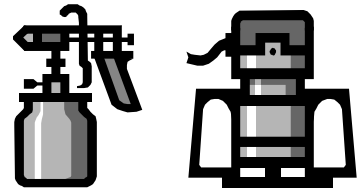
## AUTOMOTIVE BODY AND RELATED REPAIRERS

AUTOMOTIVE BODY AND RELATED REPAIRERS repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

**OES Code** 853050

**Dot Code** 807.361-010

7 Employers Responding



### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

#### Range

\$4.50- 6.00

#### Median

\$ 5.50

Experienced/New To Firm:

\$7.50-10.00

\$10.00

3+ Years Experience With Firm:

\$9.50-18.00

\$15.00

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

2/7

29%

0/0

0%

Dental Insurance

0/7

0%

0/0

0%

Vision Insurance

0/7

0%

0/0

0%

Life Insurance

1/7

14%

0/0

0%

Paid Sick Leave

5/7

71%

0/0

0%

Paid Vacation

5/7

71%

0/0

0%

Retirement Plan

0/7

0%

0/0

0%

Child Care

0/7

0%

0/0

0%

Most employees work full time.

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Newly created positions accounted for (77%) of job vacancies. Most firms (57%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 92% of Automotive Body and Related Repairers are male.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Small

**Projected Job Growth Rate:** 13.6%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
22	25	3	4

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Many recently hired Automotive Body and Related Repairers (54%) have some college but no degree.

#### EXPERIENCE

Most employers (71%) always require previous work experience. Employers may seek experience in areas such as prep painting, metal technician or auto body repair. Most employers (57%) will never accept training as a substitute for work experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	43%
♦ Newspaper Ads	29%
♦ Private Employment Agencies	14%
♦ Unsolicited Applicants	71%
♦ In-House Promotions or Transfers	14%
♦ Public Schools or Program Referrals	14%
♦ Private School Referrals	0%
♦ Employment Development Department	29%

### JOB SKILLS

Employers reported the following basic skills are essential in this occupation: the ability to work independently and as part of a team; the ability to lift 10 to 50 pounds; organizational and time management skills; problem solving skills; computer skills (understanding of database programs); and the ability to pay attention to detail. A vocational certificate in auto body repair is also desirable in this occupation.

## CANNERY WORKERS

CANNERY WORKERS perform any variety of routine tasks in canning, freezing, preserving, or packing food products. Their duties may include sorting, grading, washing, peeling, trimming or slicing agricultural produce.



**OES Code** 939350

**Dot Code** 529.686-014

4 Employers Responding

### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range<sup>1)</sup>**

\$5.50-7.57

**Median**

\$7.31

Experienced/New To Firm:

\$6.50-7.57

\$7.31

3+ Years Experience With Firm:

\$7.47-9.57

\$8.33

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

2/4

50%

0/4

0%

Dental Insurance

2/4

50%

0/4

0%

Vision Insurance

0/4

0%

0/4

0%

Life Insurance

2/4

50%

0/4

0%

Paid Sick Leave

0/4

0%

0/4

0%

Paid Vacation

1/4

25%

0/4

0%

Retirement Plan

2/4

50%

0/4

0%

Child Care

0/4

0%

0/4

0%

Most employees work full time.

<sup>1)</sup>Unionized employees represented

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Most employers (50%) had no difficulty finding fully experienced and qualified applicants. Employers reported it was a little difficult to find inexperienced applicants. Temporary positions accounted for 100% of job vacancies over the last twelve months. Half of the responding firms expect employment in this occupation to remain stable, while the other half expect employment to grow over the next three years. Surveyed employers reported that 70% of Cannery Workers are female.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Very Large

**Projected Job Growth Rate:** 19.0%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
174	207	33	25

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most recently hired Cannery workers (92%) have a High School diploma or the equivalent.

#### EXPERIENCE

Employers may seek experience in sorting, manufacturing, cannery work, or production line work. Most firms (75%) will sometimes accept training as a substitute for experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	75%
♦ Newspaper Ads	50%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	25%
♦ In-House Promotions or Transfers	0%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	50%

### JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: the ability to perform basic mathematical calculations; the ability to work as part of a team; the ability to perform routine tasks; the ability to lift between 10 to 50 pounds; the ability to stand continuously for 2 or more hours; good eye/hand coordination skills; and the ability to pay attention to detail. The willingness to work nights, weekends and overtime is also important.

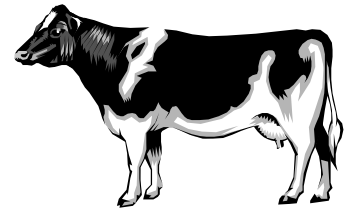
## DAIRY FARM WORKERS

DAIRY FARM WORKERS herd cows from milking parlor to pasture; wash and spray cows with water, insecticides, and repellents; milk cows by hand and by using milk machines; examine cows, administer prescribed treatments, and report health problems to supervisor; weigh, load, mix and distribute feed; and clean, sterilize, and maintain milk containers and equipment.

**OES Code:** 410684999

**Dot Code:** 529.686-026

18 Employers Responding



### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

Experienced/New To Firm:

3+ Years Experience With Firm:

#### Range

\$4.89- 8.45

\$5.52- 9.21

\$5.52-11.51

#### Median

\$6.59

\$6.94

\$7.46

#### BENEFITS

Medical Insurance

Dental Insurance

Vision Insurance

Life Insurance

Paid Sick Leave

Paid Vacation

Retirement Plan

Child Care

#### Full-time Employees

10/18

56%

2/18

11%

1/18

6%

6/18

33%

3/18

17%

10/18

56%

1/18

6%

0/18

0%

#### Part-time Employees

0/18

0%

0/18

0%

0/18

0%

0/18

0%

0/18

0%

0/18

0%

0/18

0%

0/18

0%

Most employees work full time.

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Most employers (50%) found it somewhat difficult to find fully experienced and qualified applicants. Employers experienced no difficulty finding inexperienced applicants. Most job vacancies were created by employee turnover. Most firms (83%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 100% of Dairy Farm Workers are male.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Very Large\*

**Projected Job Growth Rate:** Not Available

**Annual Job Growth:** Remains Stable\*

\* Developed from local surveys. Not Employment Development Department data

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most recently hired Dairy Farm Workers (55%) have less than a high school education.

#### EXPERIENCE

Most employers (56%) usually require previous work experience. Employers look for experience in areas such as milker, feeder, herdsman, and farm hand. Most (56%) will sometimes accept training as a substitute for work experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	94%
♦ Newspaper Ads	6%
♦ Private Employment Agencies	6%
♦ Unsolicited Applicants	33%
♦ In-House Promotions or Transfers	11%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	28%

### JOB SKILLS

Employers reported the following basic skills are essential in this occupation: the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to lift at least 50 pounds; the ability to do strenuous work; the ability to stand continuously for 2 or more hours; a willingness to work nights, weekends, overtime and on-call; and a knowledge of automated milking and feeding processes. Employees should also be able to work under pressure and handle crisis situations.



# FIRST LINE SUPERVISORS AND MANAGER/ SUPERVISORS - SALES AND RELATED OCCUPATIONS

FIRST LINE SUPERVISORS AND MANAGERS IN SALES AND RELATED OCCUPATIONS directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

OES Code: 410020

Dot Code: 299.137-022

10 Employers Responding



## WAGES ♦ BENEFITS ♦ WORK PATTERNS

### LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range

\$5.00-14.38

Median

\$ 5.98

Experienced/New To Firm:

\$6.00-14.38

\$ 6.28

3+ Years Experience With Firm:

\$6.10-17.26

\$10.09

### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

9/10

90%

0/10

0%

Dental Insurance

8/10

80%

0/10

0%

Vision Insurance

8/10

80%

0/10

0%

Life Insurance

7/10

70%

0/10

0%

Paid Sick Leave

7/10

70%

1/10

10%

Paid Vacation

8/10

80%

1/10

10%

Retirement Plan

5/10

50%

1/10

10%

Child Care

0/10

0%

0/10

0%

Most employees work full time.

## EMPLOYMENT TRENDS

### SUPPLY/DEMAND ASSESSMENT

Many employers found it very difficult to find both fully experienced and inexperienced applicants. New job growth accounted for 72% of job vacancies. Most firms (60%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 51% of First Line Supervisors and Managers are male.

### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

Size: Very Large

Projected Job Growth Rate: 15.2%

Annual Job Growth: Much Faster Than Average

### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
237	273	36	28

## EDUCATION, TRAINING & EXPERIENCE

### EDUCATION AND TRAINING

Most recently hired First Line Supervisors and Managers/Supervisors have some college but no degree.

### EXPERIENCE

Many employers (40%) sometimes require work experience. Employers may seek experience in areas such as retail, general management, or cashiering. All employers (100%) will accept training as a substitute for work experience.

## OCCUPATIONAL ACCESS & MOBILITY

### EMPLOYER RECRUITMENT METHODS:

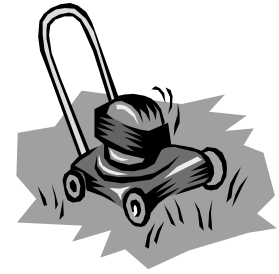
♦ Employee Referrals	40%
♦ Newspaper Ads	50%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	20%
♦ In-House Promotions or Transfers	40%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	30%

## JOB SKILLS

Employers reported the following basic skills are essential in this occupation: verbal communication skills; the ability to perform basic mathematical calculations; the ability to work independently and as part of a team; record keeping skills; knowledge of personal computers; organizational and time management skills; effective problem solving skills; supervisory skills; the ability to plan and organize the work of others; and the ability to work under pressure. The willingness to work weekends and nights is also important.

## GARDENERS/GROUNDSKEEPERS

GARDENERS/GROUNDSKEEPERS maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. This occupation does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.



**OES Code** 790300

**Dot Code** 406.684-014

9 Employers Responding

### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range<sup>1)</sup>**

\$8.00-10.06

**Median**

\$ 9.10

Experienced/New To Firm:

\$8.00-13.69

\$ 9.15

3+ Years Experience With Firm:

\$9.89-16.42

\$10.71

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

8/9 88%

1/9 11%

Dental Insurance

8/9 88%

1/9 11%

Vision Insurance

7/9 77%

1/9 11%

Life Insurance

7/9 77%

0/9 0%

Paid Sick Leave

7/9 77%

1/9 11%

Paid Vacation

7/9 77%

1/9 11%

Retirement Plan

7/9 77%

1/9 11%

Child Care

0/9 0%

0/9 0%

Most employees work full time.

<sup>1)</sup>Unionized employees represented

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Employers found it a little difficult to find both fully experienced and inexperienced applicants. Newly created positions accounted for 45% of new employment opportunities. Most firms (56%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 98% of Gardeners and Groundskeepers are male.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Large

**Projected Job Growth Rate:** 5.0%

**Annual Job Growth:** Slower Than Average

#### Occupational Forecast Table:

1992	1999	Change	Separations
80	84	4	7

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

All recently hired Gardeners, and Groundskeepers (100%) have a high school diploma or equivalent.

#### EXPERIENCE

Many employers (44%) sometimes require previous work experience. Employers may seek experience in areas such as landscaping, maintenance work, or gardening. Most employers (67%) will sometimes accept training as a substitute for experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	22%
♦ Newspaper Ads	77%
♦ Private Employment Agencies	11%
♦ Unsolicited Applicants	11%
♦ In-House Promotions or Transfers	33%
♦ Public Schools or Program Referrals	11%
♦ Private School Referrals	0%
♦ Employment Development Department	55%

### JOB SKILLS

Employers reported the following basic skills are essential in this occupation: good English grammar and spelling skills; the ability to perform basic mathematical calculations; knowledge of irrigation systems; the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to lift at least 50 pounds; the ability to stand continuously for 2 or more hours; attention to detail; organizational and time management skills; and effective problem solving skills. The ability to handle crisis situations and work under pressure is also important.

## HUMAN SERVICE WORKERS

HUMAN SERVICE WORKERS assist Social Group Workers and Caseworkers with developing, organizing and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. This occupation does not include Residential Counselors or Psychiatric Technicians.

**OES Code** 273080

**Dot Code** 195.367-034

7 Employers Responding



## WAGES ♦ BENEFITS ♦ WORK PATTERNS

### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range<sup>1)</sup>**

\$5.00-14.09

**Median**

\$ 7.32

Experienced/New To Firm:

\$5.65-14.79

\$11.00

3+ Years Experience With Firm:

\$8.25-17.13

\$13.00

### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

5/7

71%

2/7

29%

Dental Insurance

5/7

71%

2/7

29%

Vision Insurance

5/7

71%

2/7

29%

Life Insurance

4/7

57%

3/7

43%

Paid Sick Leave

6/7

86%

2/7

29%

Paid Vacation

6/7

86%

2/7

29%

Retirement Plan

5/7

71%

3/7

43%

Child Care

0/7

0%

0/7

0%

Most employees work full time.

<sup>1)</sup>Unionized employees represented

## EMPLOYMENT TRENDS

### SUPPLY/DEMAND ASSESSMENT

Most employers (57%) found it a little difficult to find fully experienced and qualified applicants. Most employers found it somewhat difficult to find inexperienced applicants. Employee turnover accounted for 60% of job vacancies. Most firms (57%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 77% of Human Service Workers are female.

### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Medium

**Projected Job Growth Rate:** 33.3%

**Annual Job Growth:** Much Faster Than Average

### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
42	56	14	3

## EDUCATION, TRAINING & EXPERIENCE

### EDUCATION AND TRAINING

Most recently hired Human Service Workers have a Bachelor's Degree.

### EXPERIENCE

Most employers (57%) will usually require previous work experience. Employers may seek experience in areas such as case management, community worker, or counseling. Most employers (57%) will usually accept training as a substitute for work experience.

## OCCUPATIONAL ACCESS & MOBILITY

### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	71%
♦ Newspaper Ads	86%
♦ Private Employment Agencies	29%
♦ Unsolicited Applicants	43%
♦ In-House Promotions or Transfers	57%
♦ Public Schools or Program Referrals	43%
♦ Private School Referrals	29%
♦ Employment Development Department	57%

## JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: good grammar and spelling skills; good written and verbal communication skills; the ability to work independently and as part of a team; the ability to perform routine tasks; multi-cultural familiarity; bilingual skills; computer skills; organizational and time management skills; effective problem solving skills and the ability to pay attention to detail. Other qualifications include the ability to handle crisis situations, training in CPR and first aid.

# JANITORS AND CLEANERS, EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

JANITORS AND CLEANERS, EXCEPT MAIDS AND HOUSEKEEPING CLEANERS, keep buildings in cleaned and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. This occupation does not include Maids and Housekeepers.

**OES Code** 670050

**Dot Code** 382.664-010

7 Employers Responding



## WAGES ♦ BENEFITS ♦ WORK PATTERNS

### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range<sup>1)</sup>**

\$4.25-10.01

**Median**

\$7.61

Experienced/New To Firm:

\$4.25-10.51

\$7.61

3+ Years Experience With Firm:

\$5.00-14.38

\$9.88

### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

6/7

86%

0/7

0%

Dental Insurance

5/7

71%

0/7

0%

Vision Insurance

5/7

71%

0/7

0%

Life Insurance

5/7

71%

0/7

0%

Paid Sick Leave

5/7

71%

0/7

0%

Paid Vacation

5/7

71%

0/7

0%

Retirement Plan

4/7

57%

0/7

0%

Child Care

0/7

0%

0/7

0%

Most employees work full time.

<sup>1)</sup>Unionized employees represented

## EMPLOYMENT TRENDS

### SUPPLY/DEMAND ASSESSMENT

Employers had little difficulty finding both fully experienced and inexperienced applicants. Temporary employment accounted for 53% of job vacancies. Many firms (43%) expect employment to remain stable and another 43% of firms expects employment to grow over the next three years. Surveyed employers reported 95% of Janitors and Cleaners are male.

### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Very Large

**Projected Job Growth Rate:** 1.7%

**Annual Job Growth:** Slower Than Average

### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
241	245	4	34

## EDUCATION, TRAINING & EXPERIENCE

### EDUCATION AND TRAINING

All recently hired Janitors and Cleaners have a high school diploma or the equivalent.

### EXPERIENCE

Many employers (43%) sometimes require previous work experience. Employers may seek experience in areas such as custodian or janitor. Most employers (57%) will sometimes accept training as a substitute for work experience.

## OCCUPATIONAL ACCESS & MOBILITY

### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	43%
♦ Newspaper Ads	57%
♦ Private Employment Agencies	14%
♦ Unsolicited Applicants	29%
♦ In-House Promotions or Transfers	43%
♦ Public Schools or Program Referrals	14%
♦ Private School Referrals	0%
♦ Employment Development Department	29%

## JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to lift 10 to 50 pounds; the ability to do strenuous and physically demanding work and the ability to stand continuously for two or more hours. Also important are organizational and time management skills and the ability to pay attention to detail.

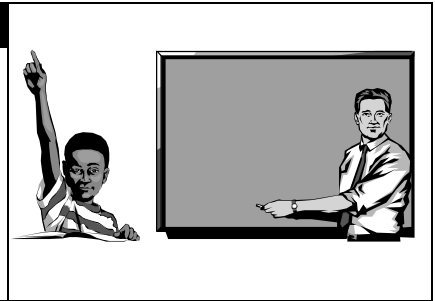
## KINDERGARTEN TEACHERS

KINDERGARTEN TEACHERS instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Instructional Aides or Preschool Teachers are not included in this occupation.

**OES Code** 313022

**Dot Code** 092.227-014

12 Employers Responding



### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range<sup>1)</sup>**

\$7.91-18.10

**Median**

\$13.56

Experienced/New To Firm:

\$7.91-21.79

\$14.13

3+ Years Experience With Firm:

\$8.63-21.79

\$14.69

#### BENEFITS

##### Full-time Employees

##### Part-time Employees

Medical Insurance

11/12

92%

3/12

25%

Dental Insurance

10/12

83%

4/12

33%

Vision Insurance

11/12

92%

4/12

33%

Life Insurance

6/12

50%

2/12

17%

Paid Sick Leave

11/12

92%

3/12

25%

Paid Vacation

3/12

25%

3/12

25%

Retirement Plan

9/12

75%

5/12

42%

Child Care

0/12

0%

0/12

0%

Most employees work full time.

<sup>1)</sup>Unionized employees represented

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Most new hires were due to new positions being created. Most firms (58%) expect employment in this field to grow over the next three years. Surveyed employers reported 95% of Kindergarten Teachers are female.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Medium

**Projected Job Growth Rate:** 16.7%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
42	49	7	2

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most recently hired Kindergarten Teachers (57%) have their bachelor's degree plus a multiple subject teaching credential.

#### EXPERIENCE

Most employers require previous work experience and will sometimes accept training as a substitute for experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	25%
♦ Newspaper Ads	75%
♦ Private Employment Agencies	8%
♦ Unsolicited Applicants	25%
♦ In-House Promotions or Transfers	25%
♦ Public Schools or Program Referrals	33%
♦ Private School Referrals	33%
♦ Employment Development Department	8%

### JOB SKILLS

Employers reported the following basic skills are essential in this occupation: good verbal and written communication; the ability to perform basic mathematical calculations; familiarity with computer word processing and database programs; the ability to work independently and as part of a team; the ability to pass a pre-employment physical; and the ability to lift at least ten pounds. Multi-cultural familiarity, record keeping skills, attention to detail and time management skills are also important. Employees should be able to effectively handle a crisis and be trained in CPR.

## MEDICAL ASSISTANTS

MEDICAL ASSISTANTS perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

**OES Code** 660050

**Dot Code** 079.362-010

10 Employers Responding



## WAGES ♦ BENEFITS ♦ WORK PATTERNS

### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range**

\$6.00-15.87

**Median**

\$7.25

Experienced/New To Firm:

\$6.30-15.87

\$8.50

3+ Years Experience With Firm:

\$7.30-22.07

\$9.81

### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

8/10

80%

3/10

30%

Dental Insurance

5/10

50%

3/10

30%

Vision Insurance

5/10

50%

4/10

40%

Life Insurance

2/10

20%

2/10

20%

Paid Sick Leave

8/10

80%

4/10

40%

Paid Vacation

9/10

90%

4/10

40%

Retirement Plan

6/10

60%

2/10

20%

Child Care

0/10

0%

0/10

0%

Most employees work full time.

## EMPLOYMENT TRENDS

### SUPPLY/DEMAND ASSESSMENT

Most employers (50%) found it a little difficult to find fully experienced and qualified applicants. Many employers (44%) reported having some difficulty finding inexperienced applicants. Employee turnover accounted for 50% of job vacancies. Most firms (80%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 86% of Medical Assistants are female.

### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Medium

**Projected Job Growth Rate:** 10.0%

**Annual Job Growth:** Much Faster Than Average

### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
50	55	5	5

## EDUCATION, TRAINING & EXPERIENCE

### EDUCATION AND TRAINING

Many recently hired Medical Assistants (42%) have a high school diploma or equivalent. Many (42%) also have some college but no degree.

### EXPERIENCE

Most employers (60%) usually or always require previous work experience. Employers may seek experience in occupations such as Certified Nurse Assistant, Licensed Vocational Nurse, or crisis counselor. Most employers (70%) will sometimes accept training as a substitute for experience.

## OCCUPATIONAL ACCESS & MOBILITY

### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	80%
♦ Newspaper Ads	80%
♦ Private Employment Agencies	10%
♦ Unsolicited Applicants	20%
♦ In-House Promotions or Transfers	40%
♦ Public Schools or Program Referrals	10%
♦ Private School Referrals	20%
♦ Employment Development Department	40%

## JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: good English grammar and spelling skills; good verbal and written communication skills; the ability to perform basic mathematical calculations; the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to pass a pre-employment physical examination; record keeping skills; computer knowledge; organizational and time management skills; an ability to work effectively under pressure and handle crisis situations; and good problem solving skills. The ability to pay attention to detail and be trained in CPR is also important.

## PHARMACISTS

PHARMACISTS compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

**OES Code** 325170

**Dot Code** 074.161-010

7 Employers Responding



### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

#### Range

\$25.49-35.00

#### Median

\$33.00

Experienced/New To Firm:

\$27.81-35.00

\$33.00

3+ Years Experience With Firm:

\$28.77-35.00

\$33.44

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

6/7

86%

2/7

29%

Dental Insurance

3/7

43%

2/7

29%

Vision Insurance

3/7

43%

2/7

29%

Life Insurance

5/7

71%

2/7

29%

Paid Sick Leave

5/7

71%

2/7

29%

Paid Vacation

5/7

71%

2/7

29%

Retirement Plan

4/7

57%

2/7

29%

Child Care

0/7

0%

0/7

0%

Most employees work full time.

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Employers reported it was very difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 50% of job vacancies over the last 12 months. Most firms (57%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 69% of Pharmacists are male.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Medium

**Projected Job Growth Rate:** 20.6%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
34	41	7	4

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most recently hired Pharmacists (75%) have completed graduate studies. Employers look for applicants with a pharmacist degree.

#### EXPERIENCE

Responding employers were evenly split regarding the acceptance of training as a substitution for experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	43%
♦ Newspaper Ads	86%
♦ Private Employment Agencies	14%
♦ Unsolicited Applicants	71%
♦ In-House Promotions or Transfers	0%
♦ Public Schools or Program Referrals	14%
♦ Private School Referrals	14%
♦ Employment Development Department	0%

### JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: grammar, spelling, writing, and verbal communication skills; the ability to perform basic mathematical calculations; the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to stand continuously for two or more hours; a willingness to work weekends; accurate record keeping skills; good organizational and time management skills; the ability to explain prescribed medication and its affects to the patient; and the ability to pay attention to detail. Good problem solving skills and the ability to work under pressure are also essential to this occupation.

## PRESCHOOL TEACHERS

PRESCHOOL TEACHERS instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Instructional Aides or workers whose primary function is child care are not included in this occupation.

**OES Code** 313021

**Dot Code** 092.227-018

9 Employers Responding



### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range**

\$4.75-14.20

**Median**

\$5.25

Experienced/New To Firm:

\$5.25-14.20

\$9.10

3+ Years Experience With Firm:

\$5.75-14.20

\$9.52

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

5/9

56%

3/9

33%

Dental Insurance

5/9

56%

4/9

44%

Vision Insurance

4/9

44%

4/9

44%

Life Insurance

3/9

33%

3/9

33%

Paid Sick Leave

4/9

44%

4/9

44%

Paid Vacation

3/9

33%

4/9

44%

Retirement Plan

4/9

44%

4/9

44%

Child Care

1/9

11%

1/9

11%

Most employees work full time.

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Most vacancies (50%) in this field were created through new positions. Most firms (67%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 98% of Preschool Teachers are female.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Medium

**Projected Job Growth Rate:** 16.7%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
42	49	7	2

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most recently hired Preschool Teachers (60%) have some college but no degree. Most employers generally seek a children's center instructional permit or at least 12 units of early childhood education classes from a junior college.

#### EXPERIENCE

Most employers (66%) usually or always require previous work experience, and many (44%) will usually accept training as a substitute for experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	44%
♦ Newspaper Ads	100%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	11%
♦ In-House Promotions or Transfers	22%
♦ Public Schools or Program Referrals	33%
♦ Private School Referrals	11%
♦ Employment Development Department	33%

### JOB SKILLS

Employers reported the following basic skills are essential in this occupation: good verbal and written communication; the ability to perform basic mathematical calculations; the ability to work independently and as part of a team; ability to pass a pre-employment physical; and be able to lift at least 10 pounds. Multi-cultural familiarity, record keeping skills, attention to detail, and time management skills are also important. Employees should be able to effectively handle a crisis and be trained in CPR.



## RECEPTIONISTS AND INFORMATION CLERKS

RECEPTIONISTS AND INFORMATION CLERKS answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within a hotel. They may perform a variety of other clerical duties. This occupation does not include Receptionists who primarily operate switchboards.

**OES Code:** 553050

**Dot Code:** 237.367-038

16 Employers Responding



### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range<sup>1)</sup>

\$4.50-11.00

Median

\$6.00

Experienced/New To Firm:

\$5.00-11.50

\$7.48

3+ Years Experience With Firm:

\$6.00-12.00

\$9.12

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

16/16

100%

2/16

13%

Dental Insurance

9/16

56%

1/16

6%

Vision Insurance

5/16

31%

1/16

6%

Life Insurance

8/16

50%

0/16

0%

Paid Sick Leave

12/16

75%

3/16

19%

Paid Vacation

12/16

75%

3/16

19%

Retirement Plan

10/16

63%

2/16

13%

Child Care

1/16

6%

1/16

6%

Most employees work full time.

<sup>1)</sup>Unionized employees represented

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Employers reported it was somewhat difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 58% of job vacancies. Most firms (88%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 87% of Receptionists and Information Clerks are female.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Large

**Projected Job Growth Rate:** 5.9%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
153	162	9	18

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most Receptionist and Information Clerks (60%) have an Associates Degree.

#### EXPERIENCE

Most employers (50%) usually require previous work experience. Employers may seek experience in areas such as general clerk, file clerk, office clerk, and receptionist. Most employers (63%) will sometimes accept training as a substitute for experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	56%
♦ Newspaper Ads	63%
♦ Private Employment Agencies	13%
♦ Unsolicited Applicants	19%
♦ In-House Promotions or Transfers	38%
♦ Public Schools or Program Referrals	31%
♦ Private School Referrals	6%
♦ Employment Development Department	31%

### JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: good English and spelling skills; good written and verbal communication skills; the ability to perform basic mathematical calculations; the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to sit continuously for 2 or more hours; good organizational and time management skills; good record keeping skills; good problem solving skills; and the ability to pay attention to detail. Other qualifications may include the ability to work under pressure and handle crisis situations.

## RECREATION WORKERS

RECREATION WORKERS conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping and hobbies.



**OES Code** 273110

**Dot Code** 195.227-014

6 Employers Responding

### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

#### Range

\$4.50-6.50

#### Median

\$5.00

Experienced/New To Firm:

\$5.50-8.00

\$6.50

3+ Years Experience With Firm:

\$6.00-9.00

\$8.00

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

5/6

83%

1/6

17%

Dental Insurance

5/6

83%

0/6

0%

Vision Insurance

3/6

50%

0/6

0%

Life Insurance

5/6

83%

0/6

0%

Paid Sick Leave

5/6

83%

2/6

33%

Paid Vacation

5/6

83%

2/6

33%

Retirement Plan

5/6

83%

2/6

33%

Child Care

1/6

17%

1/6

17%

Most employees work full time.

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Most employers (50%) found it somewhat difficult to find fully experienced and qualified applicants. Employers also found it a little difficult to find inexperienced applicants. Temporary employment accounted for 88% of job vacancies in the last 12 months. Most firms (83%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 62% of Recreation Workers are female.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Medium

**Projected Job Growth Rate:** 8.2%

**Annual Job Growth:** Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
61	66	5	5

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most recently hired Recreation Workers (97%) have a high school diploma or the equivalent.

#### EXPERIENCE

Most employers (50%) require previous work experience. Employers may look for experience in the following areas: activities worker, program coordinator or director, activities director, or recreation supervisor. Most employers (67%) will sometimes accept training as a substitute for work experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	50%
♦ Newspaper Ads	100%
♦ Private Employment Agencies	17%
♦ Unsolicited Applicants	67%
♦ In-House Promotions or Transfers	50%
♦ Public Schools or Program Referrals	33%
♦ Private School Referrals	17%
♦ Employment Development Department	33%

### JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: good English grammar, spelling, writing and verbal communication skills; the ability to work independently and as part of a team; the ability to pass a pre-employment physical examination; a willingness to work weekends; good organizational and time management skills; the ability to pay attention to detail; good problem solving skills; good supervisory skills and the ability to plan and organize the work of others. The ability to work under pressure, handle crisis situations, facilitate small groups and be trained in CPR is also very important.

## REGISTERED NURSES

REGISTERED NURSES administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required of this occupation. Nursing Instructors and Teachers are not included in this occupation.



**OES Code:** 325020

**Dot Code:** 075.127-014

9 Employers Responding

## WAGES ♦ BENEFITS ♦ WORK PATTERNS

### LEVEL OF EXPERIENCE

Entry Level/No Experience:

Range<sup>1)</sup>

\$ 9.21-17.64

Median

\$13.50

Experienced/New To Firm:

\$10.36-20.23

\$15.33

3+ Years Experience With Firm:

\$11.36-23.16

\$16.72

### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

8/9

89%

4/9

44%

Dental Insurance

7/9

78%

3/9

33%

Vision Insurance

5/9

56%

2/9

22%

Life Insurance

6/9

67%

2/9

22%

Paid Sick Leave

8/9

89%

5/9

56%

Paid Vacation

7/9

78%

5/9

56%

Retirement Plan

8/9

89%

5/9

56%

Child Care

0/9

0%

0/9

0%

Most employees work full time.

<sup>1)</sup>Unionized employees represented

## EMPLOYMENT TRENDS

### SUPPLY/DEMAND ASSESSMENT

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Employer turnover accounted for 93% of job vacancies in the last twelve months. Most firms (78%) expect employment in this field to remain stable over the next three years. Surveyed employers reported 95% of Registered Nurses are female.

### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Very Large

**Projected Job Growth Rate:** 9.0%

**Annual Job Growth:** Much Faster Than Average

### Occupational Forecast Table:

1992	1999	Change	Separations
355	387	32	34

## EDUCATION, TRAINING & EXPERIENCE

### EDUCATION AND TRAINING

Most recently hired Registered Nurses (80%) have an Associates degree. All Registered Nurses must be licensed.

### EXPERIENCE

Most employers (88%) usually or always require previous work experience. Employers may seek experience in occupations such as Licensed Vocational Nurse, Professional Nurse or Psychiatric Technician. Most employers (56%) will sometimes accept training as a substitute for work experience.

## OCCUPATIONAL ACCESS & MOBILITY

### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	63%
♦ Newspaper Ads	88%
♦ Private Employment Agencies	38%
♦ Unsolicited Applicants	38%
♦ In-House Promotions or Transfers	38%
♦ Public Schools or Program Referrals	50%
♦ Private School Referrals	38%
♦ Employment Development Department	75%

## JOB SKILLS

Employers reported the following basic skills are essential in this occupation: good English grammar and spelling skills; good written and verbal communication skills; the ability to perform basic mathematical calculations; the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to pass a pre-employment physical examination; good record keeping skills; good organizational and time management skills; the ability to work effectively under pressure and handle crisis situations; and good problem solving skills. Training in CPR and First Aid is also important. Registered Nurses should also have medical transcription skills and be proficient in drawing blood from patients.

## SECRETARIES, LEGAL

LEGAL SECRETARIES prepare legal papers and legal correspondence such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

**OES Code** 551020

**Dot Code** 201.362-010

8 Employers Responding



### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

Experienced/New To Firm:

3+ Years Experience With Firm:

#### Range

\$ 6.62- 9.55

\$ 7.34-10.55

\$10.00-12.00

#### Median

\$ 8.00

\$ 9.17

\$11.07

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

6/8 75%

1/8 13%

Dental Insurance

3/8 38%

1/8 13%

Vision Insurance

1/8 13%

1/8 13%

Life Insurance

4/8 50%

1/8 13%

Paid Sick Leave

6/8 75%

1/8 13%

Paid Vacation

6/8 75%

1/8 13%

Retirement Plan

4/8 50%

1/8 13%

Child Care

0/8 0%

0/8 0%

Most employees work full time.

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Employers reported some difficulty finding both fully experienced and inexperienced applicants. Turnover accounted for 43% of new job opportunities last year. Most firms (88%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 100% of Legal Secretaries are female.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Small

**Projected Job Growth Rate:** 20.8%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
24	29	5	4

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most recently hired Legal Secretaries (71%) have some college but no degree.

#### EXPERIENCE

Most employers (50%) usually require previous work experience. Employers may seek experience in occupations such as secretary or clerk typist. Most (88%) will sometimes accept training as a substitute for work experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	63%
♦ Newspaper Ads	88%
♦ Private Employment Agencies	13%
♦ Unsolicited Applicants	13%
♦ In-House Promotions or Transfers	13%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	13%

### JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: good English grammar and spelling skills; good written and verbal communication skills; the ability to perform basic mathematical calculations; the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to sit continuously for 2 or more hours; good organizational and time management skills; good problem solving skills; and the ability to pay attention to detail. Other desired traits include computer literacy, the ability to work under pressure and handle crisis situations.

## SECRETARIES, MEDICAL

MEDICAL SECRETARIES perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.



**OES Code** 551050

**Dot Code** 201.362-014

16 Employers Responding

### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range**  
\$5.00- 7.50

**Median**  
\$6.00

Experienced/New To Firm:

\$6.00-10.00

\$7.35

3+ Years Experience With Firm:

\$7.00-13.00

\$9.00

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

12/16

75%

1/16

6%

Dental Insurance

5/16

31%

1/16

6%

Vision Insurance

4/16

25%

1/16

6%

Life Insurance

7/16

44%

1/16

6%

Paid Sick Leave

11/16

69%

3/16

19%

Paid Vacation

15/16

94%

3/16

19%

Retirement Plan

10/16

63%

1/16

6%

Child Care

0/16

0%

0/16

0%

Most employees work full time.

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 62% of job vacancies in the past twelve months. Most firms (69%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 98% of Medical Secretaries are female.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Medium

**Projected Job Growth Rate:** 6.1%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
49	52	3	8

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most recently hired Medical Secretaries (54%) have some college but no degree.

#### EXPERIENCE

Most employers (69%) usually require previous work experience. Employers may seek experience in areas such as billing clerk, medical records clerk, medical assistant, appointment secretary, or general office clerk. Most employers (75%) will sometimes accept training as a substitute for experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	75%
♦ Newspaper Ads	75%
♦ Private Employment Agencies	13%
♦ Unsolicited Applicants	25%
♦ In-House Promotions or Transfers	25%
♦ Public Schools or Program Referrals	31%
♦ Private School Referrals	19%
♦ Employment Development Department	13%

### JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: good English grammar, spelling, writing and oral communication skills; the ability to perform basic mathematical calculations; the ability to work independently and as part of team; the ability to perform routine tasks; the ability to sit continuously for 2 or more hours; good record keeping skills; good computer skills; the ability to pay attention to detail; effective organizational time management; and problem solving skills. The ability to handle crisis situations and work under pressure is also important.

# STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD

STOCK CLERKS receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. This occupation does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

**OES Code** 580230

**Dot Code** 222.387-058

11 Employers Responding



## WAGES ♦ BENEFITS ♦ WORK PATTERNS

### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range**

\$4.25-8.63

**Median**

\$5.00

Experienced/New To Firm:

\$4.25-8.63

\$5.75

3+ Years Experience With Firm:

\$5.50-8.63

\$6.50

### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

10/11

91%

1/11

9%

Dental Insurance

4/11

36%

1/11

9%

Vision Insurance

2/11

18%

1/11

9%

Life Insurance

3/11

27%

1/11

9%

Paid Sick Leave

7/11

64%

2/11

18%

Paid Vacation

9/11

82%

2/11

18%

Retirement Plan

2/11

18%

1/11

9%

Child Care

0/11

0%

0/11

0%

Most employees work full time.

## EMPLOYMENT TRENDS

### SUPPLY/DEMAND ASSESSMENT

Most employers (55%) found it somewhat difficult to find fully experienced and qualified applicants. Most employers also had some difficulty finding inexperienced applicants. Employee turnover accounted for 69% of job vacancies. Most firms (70%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 93% of Stock Clerks are male.

### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Very Large

**Projected Job Growth Rate:** 11.3%

**Annual Job Growth:** Much Faster Than Average

### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
548	610	62	90

## EDUCATION, TRAINING & EXPERIENCE

### EDUCATION AND TRAINING

Most recently hired Stock Clerks (98%) have a high school diploma or the equivalent.

### EXPERIENCE

Most employers (64%) will sometimes require previous work experience. Employers may seek experience in areas such as parts runner, shipping & receiving, cashier or stock clerk. Many employers (45%) will sometimes accept training as a substitute for experience.

## OCCUPATIONAL ACCESS & MOBILITY

### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	73%
♦ Newspaper Ads	18%
♦ Private Employment Agencies	9%
♦ Unsolicited Applicants	18%
♦ In-House Promotions or Transfers	18%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	27%

## JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: good English and spelling skills; good verbal communication skills; the ability to perform basic mathematical calculations and have computer knowledge; the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to lift 10 to 50 pounds; the ability to stand continuously for at least 2 hours; and the ability to handle crisis situations. A willingness to work weekends and part-time is also important in this occupation.

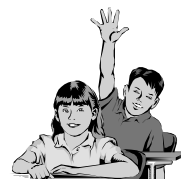
## TEACHERS - SPECIAL EDUCATION

SPECIAL EDUCATION TEACHERS teach elementary and secondary school subjects to educationally and physically handicapped students. Teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally handicapped are also included in this occupation.

**OES Code** 313110

**Dot Code** 094.227-022

9 Employers Responding



### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

Experienced/New To Firm:

3+ Years Experience With Firm:

#### Range<sup>1)</sup>

\$12.50-17.80

\$13.36-21.92

\$13.36-30.02

#### Median

\$14.47

\$16.66

\$18.17

#### BENEFITS

Medical Insurance

Dental Insurance

Vision Insurance

Life Insurance

Paid Sick Leave

Paid Vacation

Retirement Plan

Child Care

#### Full-time Employees

9/9 100%

9/9 100%

9/9 100%

7/9 78%

9/9 100%

4/9 44%

6/9 67%

0/9 0%

#### Part-time Employees

0/9 0%

0/9 0%

0/9 0%

0/9 0%

1/9 11%

1/9 11%

1/9 11%

0/9 0%

Most employees work full time.

<sup>1)</sup>Unionized employees represented

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Most employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 56% of new job opportunities in the past year. Most firms (67%) expect employment in this occupation to remain stable over the next three years. Surveyed employers reported 74% of Special Education Teachers are female.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Very Large

**Projected Job Growth Rate:** 23.9%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
155	192	37	11

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

All recently hired Special Education Teachers have completed some graduate study. Most firms require Special Education Teachers to have a California Teaching Credential and a Special Education Certificate or Credential.

#### EXPERIENCE

Most employers (67%) usually require previous work experience. Most employers (89%) reported that they would sometimes accept training as a substitute for work experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	11%
♦ Newspaper Ads	78%
♦ Private Employment Agencies	11%
♦ Unsolicited Applicants	22%
♦ In-House Promotions or Transfers	44%
♦ Public Schools or Program Referrals	33%
♦ Private School Referrals	22%
♦ Employment Development Department	22%

### JOB SKILLS

Employers reported that the following basic skills are essential to this occupation: good English grammar, spelling, writing and verbal communication skills; the ability to perform basic mathematical calculations; the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to pass a pre-employment examination; the ability to stand for 2 or more hours; a willingness to participate in drug testing; multi-cultural familiarity; good record keeping skills; good organizational and time management skills; fluent bilingual (English/Spanish) skills; good computer skills; the ability to pay attention to detail; and use effective problem solving skills. The ability to work under pressure, handle a crisis situation effectively, and be trained in CPR is also crucial to this occupation.

## TRAFFIC, SHIPPING, AND RECEIVING CLERKS

TRAFFIC, SHIPPING, AND RECEIVING CLERKS verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for transportation of products. This occupation does not include Stock Clerks, or workers whose primary duties involve weighing and checking.

**OES Code** 580280

**Dot Code** 214.587-014

11 Employers Responding



## WAGES ♦ BENEFITS ♦ WORK PATTERNS

### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range**

\$4.25- 8.63

**Median**

\$5.30

Experienced/New To Firm:

\$4.35-14.38

\$8.00

3+ Years Experience With Firm:

\$5.00-18.41

\$9.00

### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

10/11

91%

0/11

0%

Dental Insurance

7/11

64%

0/11

0%

Vision Insurance

7/11

64%

0/11

0%

Life Insurance

8/11

73%

0/11

0%

Paid Sick Leave

5/11

45%

1/11

9%

Paid Vacation

8/11

73%

1/11

9%

Retirement Plan

3/11

27%

0/11

0%

Child Care

0/11

0%

0/11

0%

Most employees work full time.

## EMPLOYMENT TRENDS

### SUPPLY/DEMAND ASSESSMENT

Many employers (36%) had a little difficulty finding fully experienced and qualified applicants. Most employers (50%) had no difficulty finding inexperienced applicants. Employee turnover accounted for 75% of job vacancies. Most firms (82%) expect employment in this field to remain stable to over the next three years. Surveyed employers reported 71% of Traffic, Shipping and Receiving Clerks are male.

### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Very Large

**Projected Job Growth Rate:** 8.0%

**Annual Job Growth:** Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
112	121	9	10

## EDUCATION, TRAINING & EXPERIENCE

### EDUCATION AND TRAINING

All recently hired Traffic, Shipping, and Receiving Clerks have their high school diploma or the equivalent.

### EXPERIENCE

Most employers (55%) sometimes require previous work experience. Employers may seek experience in areas such as warehousing, shipping & receiving, or inventory clerk. Most employers (64%) will sometimes accept training as a substitute for experience.

## OCCUPATIONAL ACCESS & MOBILITY

### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	73%
♦ Newspaper Ads	73%
♦ Private Employment Agencies	27%
♦ Unsolicited Applicants	45%
♦ In-House Promotions or Transfers	9%
♦ Public Schools or Program Referrals	9%
♦ Private School Referrals	0%
♦ Employment Development Department	18%

## JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: the ability to perform basic mathematical calculations; the ability to work as part of a team; the ability to perform routine tasks; the ability to lift between 10 to 50 pounds; knowledge of computer spreadsheet and inventory control programs; the ability to stand continuously for 2 or more hours; and the ability to pay attention to detail. The willingness to work nights and weekends is also important.



## TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS

LIGHT TRUCK DRIVERS, INCLUDING DELIVERY AND ROUTE WORKERS drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. This occupation does not include workers whose duties include sales.

**OES Code:** 971050

**Dot Code:** 905.683-022

13 Employers Responding



### WAGES ♦ BENEFITS ♦ WORK PATTERNS

#### LEVEL OF EXPERIENCE

Entry Level/No Experience:

**Range**

\$4.50-13.81

**Median**

\$8.63

Experienced/New To Firm:

\$5.00-18.41

\$7.50

3+ Years Experience With Firm:

\$6.00-18.41

\$8.63

#### BENEFITS

#### Full-time Employees

#### Part-time Employees

Medical Insurance

8/13

62%

0/13

0%

Dental Insurance

3/13

23%

0/13

0%

Vision Insurance

3/13

23%

0/13

0%

Life Insurance

3/13

23%

0/13

0%

Paid Sick Leave

5/13

38%

2/13

15%

Paid Vacation

8/13

62%

2/13

15%

Retirement Plan

2/13

15%

1/13

7%

Child Care

0/13

0%

0/13

0%

Most employees work full time.

### EMPLOYMENT TRENDS

#### SUPPLY/DEMAND ASSESSMENT

Employers found it somewhat difficult to find both fully experienced and inexperienced applicants. Employee turnover accounted for 93% of job vacancies. Most firms (69%) expect employment in this field to grow over the next three years. Surveyed employers reported 80% of Light Truck Drivers are male.

#### OCCUPATIONAL FORECAST: 1992-1999

The average 1992-1999 projected occupational growth rate for Kings County is 8.1%.

**Size:** Very Large

**Projected Job Growth Rate:** 15.8%

**Annual Job Growth:** Much Faster Than Average

#### Occupational Forecast Table:

<u>1992</u>	<u>1999</u>	<u>Change</u>	<u>Separations</u>
158	183	25	19

### EDUCATION, TRAINING & EXPERIENCE

#### EDUCATION AND TRAINING

Most recently hired Light Truck Drivers (93%) have a high school diploma or the equivalent.

#### EXPERIENCE

Many employers (46%) always require previous work experience. Employers may seek experience in areas such as truck driving, warehousing, and parts delivery. Employers may also require a class A license and a clean driving record. Most employers (62%) never or sometimes accept training as a substitute for experience.

### OCCUPATIONAL ACCESS & MOBILITY

#### EMPLOYER RECRUITMENT METHODS:

♦ Employee Referrals	85%
♦ Newspaper Ads	31%
♦ Private Employment Agencies	0%
♦ Unsolicited Applicants	46%
♦ In-House Promotions or Transfers	15%
♦ Public Schools or Program Referrals	0%
♦ Private School Referrals	0%
♦ Employment Development Department	23%

### JOB SKILLS

Employers reported that the following basic skills are essential in this occupation: good communication skills; the ability to perform basic mathematical calculations; the ability to work independently and as part of a team; the ability to perform routine tasks; the ability to pass a pre-employment medical exam; the ability to lift 10 to 50 pounds; the ability to sit continuously for 2 or more hours; a willingness to work overtime and on weekends; a willingness to participate in drug testing; problem solving skills; and an ability to handle crisis situations. Also crucial to this profession is a good Department of Motor Vehicles driving record.

# ◆ APPENDIX ◆

## POSSIBLE USES FOR THIS PUBLICATION

The information in this publication can be used for a wide variety of job search, education and economic development purposes. Some of the potential uses are detailed below:

### **Career Decisions**

Career Development staff and job seekers can make informed employment and training choices based on skills, abilities, interest, education and personal needs. The local information includes hiring requirements, potential wages and benefits, employment information including job outlook, and the job skills desired by employers in the occupation.

### **Curriculum Design**

School and training providers can assess and update their curriculum based upon current employer needs and projected labor market trends.

### **Economic Development**

Local government agencies and economic development organizations will find the information on the occupational size, expected growth rates and typical wages and benefit packages useful in determining the potential for business growth and development in the Kings County labor market area.

### **Human Resources**

Business Owners, Managers and Human Resources Departments can use this publication to help determine competitive wages and benefits, improve employee recruitment methods, and assess the availability of qualified workers for business expansion and location purposes.

## Research Methods

### Introduction

The California Cooperative Occupational Information System (CCOIS) is a state/local partnership between the Employment Development Department's Labor Market Information Division (LMID) and local employment and training agencies like the Kings County Job Training Office. The LMID determines the research methods and standards, provides technical support, and allocates most of the funding required to operate a local labor market project. The following is an outline of the CCOIS process. For more specific information, please call the Kings County Job Training Office at (209) 582-9213.

The CCOIS annual program cycle is as follows:

1. Twenty occupations are selected for study;
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to the "users" in the community.

### Occupation Selection and Definition

There is a variety of criteria used to help select the survey occupations. The primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program.

The following criteria was used by the Kings County Job Training Office to help prioritize occupations to be studied:

1. The occupation should be adequately defined by the Occupational Employment Statistics classification system;
2. The occupation should have a substantial employment base;
3. There should be a substantial number of projected job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation should require at least some postsecondary education or training;
6. The occupation should be of interest to local program planners or training providers; and
7. The occupations should vary enough so that certain employers won't be overburdened with survey requests.

Unless otherwise noted, the survey occupations are defined using definitions from the Occupational Employment Statistics (OES) dictionary published by the US Department of Labor. Although there are exceptions, OES-defined occupations are usually the best choices for employer surveys, as they are sufficiently broad without being too vague in their descriptions. Using the OES classifications has another important benefit, it is the classification system used by the Employment Development Department, Labor Market Information Division to produce Projections of Employment (occupational estimates of size, growth and separations).

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the Job Training Office will generally try to use a classification from the Dictionary of Occupational Titles (DOT) published by the US Department of Labor. Although research methods remain largely the same, these are called "non-OES surveys" because size and growth estimates are not necessarily as accurate as with standard OES-defined surveys.

### **Survey Sample Selection and Design**

After the survey occupations are selected, an employer sample is developed for each occupation. Since the entire universe is not surveyed, a considerable amount of time is invested to ensure that the survey samples are representative. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries (for the survey occupation). In addition, the number of employees for each employer is considered to ensure the sample represents employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than smaller employers. For other occupations, smaller employers may be more appropriate.

Initially, the survey samples are selected by State Labor Market Information Division staff, using detailed databases on employers, and standard occupational staffing patterns. The initial sample of employers for each of the survey occupations is then carefully reviewed by JTO staff. After review, a sample of at least 40 employers per occupation (or as many as can be found, if less than 40) are selected to survey.

### **Questionnaire Development**

Employer survey questionnaires are prepared for each surveyed occupation using a standardized list of questions (see sample questionnaire), including a skills survey.

### **Employer Survey Procedures**

Employer representatives are identified and contacted by telephone and are asked to participate in the survey. Employers are assured that any information they provide will be kept strictly confidential, and that any information published will be prepared in summary form so as not to identify specific employers. The appropriate survey respondent is generally a person responsible for the hiring of personnel in the survey occupation. The Job Training Office must meet or exceed industry and employment response goals to ensure that the data is adequately representative.

### **Data Entry Tabulation, and Summary**

Coded survey responses are entered into the CCOIS database and basic data tabulations are prepared by both LMID and the Job Training Office. From those tabulations, the data is analyzed, and draft occupational outlook profiles are prepared by the Job Training Office. The draft profiles and other report materials are then reviewed and approved by LMID Analysts and the Occupational Outlook Report is printed and disseminated to local users.

### **Sample Questionnaire**

A sample of the survey instrument is included on the following pages.

## AREA PROFILE

Situated in the heart of California's rich San Joaquin Valley, Kings County covers a triangle-shaped area measuring 1,396 square miles or 918,790 acres, and ranks thirty-fourth in size among the state's 58 counties.

Bounded on the north by the agriculturally rich Kings River and the petroleum-rich Kettleman Hills to the southwest, Kings County is mainly level farmland crossed by the California Aqueduct and a number of other irrigation waterways. Winters are relatively mild. The growing season is over 257 days a year and is characterized by a hot midsummer sun. Kings County is bounded on the north, east, and south by the nation's top three agricultural counties--Fresno, Tulare, and Kern. Kings County also shares a boundary line with Monterey County, touching in the mountainous Diablo Range southwest of the Kettleman Hills.

Agriculture and related industries dominate Kings County's economy, as they have since the county's incorporation in 1893. Cotton is the number one agricultural commodity in Kings County, followed by production of market milk. Government is a significant employer, with the Naval Air Station in Lemoore and two, soon to be three, state prisons within Kings County's border.

Kings County rail transportation is served by a line of the Santa Fe Railway and two branch lines of the Southern Pacific Railroad. Interstate Highway 5 and State Highway 198 are major thoroughfares crossing the county and are connected to State Routes 41 and 43 as well as a network of county roads. Airports serving nonjet aircraft are located near the county's four incorporated cities: the county seat of Hanford, and the cities of Avenal, Corcoran, and Lemoore.

## Population

### Kings County

#### Population of the County and Selected Cities 1980, 1990, and 1996

Political Subdivisions	1980(a)	1990(b)	1996(c)	Percent change	
				1980 to 1990	1995 to 1996
TOTAL	73,738	101,469	118,900	37.6%	4.5%
Avenal	4,137	9,700	12,350	136.2%	3.3%
Corcoran	6,454	13,364	14,600	107.1%	-1.7%
Hanford	20,958	30,897	38,450	47.4%	5.3%
Lemoore	8,832	13,622	16,350	54.2%	6.2%
Balance of County	33,357	33,816	37,050	1.4%	5.6%

(a) Census of Population, April 1, 1980

(b) Census of Population, April 1, 1990

(c) California Department of Finance estimates for January 1, 1996. Parts may not add to total due to independent rounding.

**Kings County**  
**Wage and Salary Employment by Industry**  
(Data not adjusted for seasonally)

**Annual averages 1992-1995**

Title	1992	1993	1994	1995
Total, All Industries (1)	29,980	31,500	33,030	33,130
Total Farm	6,850	7,830	8,260	7,480
Farm Production	4,950	5,020	5,050	4,740
Farm Services	1,910	2,810	3,210	2,740
Total Non-Farm	23,120	23,670	24,770	25,650
Goods Producing	3,830	3,680	3,730	4,200
Construction & Mining	990	890	860	900
Manufacturing	2,840	2,800	2,870	3,300
Durable Goods	300	320	310	310
Nondurable Goods	2,540	2,480	2,560	2,990
Food & Kindred Products	1,130	1,240	1,350	1,380
Other Nondurable Goods	1,410	1,240	1,210	1,610
Service Producing	19,290	19,990	21,050	21,450
Transportation & Public Utilities	760	830	1,040	930
Transportation	530	610	600	610
Communications & Public Utilities	230	230	440	320
Trade	5,830	6,180	6,460	6,390
Wholesale Trade	770	830	930	880
Retail Trade	5,050	5,360	5,530	5,510
Food Stores	600	690	730	790
Eating & Drinking Places	1,660	1,740	1,870	1,810
Other Retail Trade	2,800	2,920	2,930	2,910
Finance, Insurance & Real Estate	610	600	600	650
Services	3,820	4,030	4,380	4,520
Hotels & Other Lodging Places	70	80	100	80
Health Services	1,930	2,010	2,100	2,060
Other Services	1,830	1,940	2,190	2,380
Government	8,280	8,340	8,570	8,970
Federal Government	1,260	1,310	1,320	1,400
State & Local Government	7,020	7,030	7,240	7,570
State Government	2,600	2,620	2,750	2,800
Local Government	4,420	4,410	4,490	4,770

March 1995 Benchmark

# KINGS COUNTY TRAINING DIRECTORY

## 1996

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A Product of:



*With Special Thanks to:*

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John S. Lehn, Kings County Job Training Office Director  
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Kings County Private Industry Council  
Kings County Board of Supervisors

Kings County  
Job Training Office  
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Hanford, CA 93230  
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# TABLE OF CONTENTS

Introduction	3
Advanced Truck Driving School	4
Century 21 Equity Realty	5
Chapman University	6
Clovis Adult Education	9
College of the Sequoias	12
Community Trade and Technical Institute	25
Embry - Riddle Aeronautical University	27
Estes Institute of Cosmetology	29
Fresno City College	30
Fresno City College - Vocational Training Center	40
Golden State Business College	42
Hanford Adult School	44
Heald Business College	47
Kings Regional Occupational Program	51
Kings River Community College	55
Lawrence and Company - College of Cosmetology	62
Microcomputer Education Center	63
Moler Barber College	65
National Training Institute	66
Realty World - Sweeney Anderson	67
San Joaquin Valley College - Fresno	68
San Joaquin Valley College - Visalia	72
Sierra Valley College	75
TCOVE (Tulare County Organization of Vocational Education)	77
Truck Driving Academy	80
Tulare Adult School	81
West Hills College	83
Specialty Assistance Providers (i.e. GED, ESL, Red Cross)	92
Index	93



# **INTRODUCTION**

## **Purpose**

The purpose of this directory is to provide, in a single document, basic information on the many vocational and technical training programs available in Kings County and the surrounding areas.

## **Background**

Information was drawn from 27 training providers. The programs listed are those which prepare persons for entry into an occupation. Some of the programs are individualized and may vary slightly from the information provided. Also included in the directory is a listing of Specialty Assistance Providers. These providers assist students in earning a GED or high school diploma, or gain specialized skills.

## **How to use the Directory**

### **Table of Contents**

The table of contents lists the training providers alphabetically with corresponding page numbers.

### **School Summaries**

Here you will find specific information regarding school address and phone number, course title, occupational objective, cost, length of program, enrollment requirements and available services.

### **Index**

The index allows the user to find training providers by occupational title. The specific program title or occupation is listed alphabetically with corresponding page numbers.

Users of this directory should note that program information changes frequently. If you would like more information about a particular program or school, we recommend that you contact the appropriate school using the phone number listed at the top of each school summary page.

# Advanced Truck Driving School

1728 North Kelsey Street  
Visalia, CA 93291

Phone: 1(800) 600-1978 FAX: (209) 651-8032

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Job Placement Assistance

## Course Title: Commercial Truck Driver

Occupational Objective: Obtain Class A License - Truck Driver

### *COURSE INFORMATION*

- |                                       |  |
|---------------------------------------|--|
| ◆ Enrollment Requirements.....        | Pass Written Examination, No D.U.I.'s, Good Driving Record |
| ◆ Program Length.....                 | 3-4 Weeks  |
| ◆ Courses offered on.....             | Open Entry/Open Exit                                       |
| ◆ Certificate Awarded Upon Completion |  |

### **COST**

Tuition:	\$3,150.00
Supplies:	\$0
Registration Fee:	\$0

# Century 21 Equity Realty

1002 N. 11th Ave.  
Hanford, CA 93230

Phone: (209) 584-9271 FAX: (209) 584-5224

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Tutorial Services  
Services for Special Needs Students  
Job Placement Assistance

## Course Title: Real Estate Principles

Occupational Objective: Realtor, Appraiser, Mortgage Lender

### *COURSE INFORMATION*

- ◆ Enrollment Requirements..... 18 Years of Age
- ◆ Program Length..... 6-8 Weeks
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Eligible for State Examination - Real Estate License

### **COST**

Tuition: \$135.00  
Supplies: \$75.00  
Registration Fee: \$195.00

# Chapman University

P.O. Box 1220  
NAS Lemoore, CA 93245

Phone: (209) 998-6891 FAX: (209) 998-6894

## Services Provided:

Financial Aid/Assistance  
Services for Special Needs Students

## Course Title: Master of Science in Human Resources

Occupational Objective: Business Management

### COURSE INFORMATION

- ♦ Enrollment Requirements..... Bachelor of Arts Degree
- ♦ Program Length..... 2 Years
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ Master of Science Degree Awarded Upon Completion

### COST

Tuition: \$220.00/Unit (for undergraduate)  
Supplies: Varies  
Registration Fee: \$40.00

## Course Title: Bachelor of Science in Health Science

Occupational Objective: Health Giving Field

### COURSE INFORMATION

- ♦ Enrollment Requirements..... Associate Degree and Working in Health Field
- ♦ Program Length..... 2 Years
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ Master of Science Degree Awarded Upon Completion

### COST

Tuition: \$160.00/Unit (for undergraduate)  
Supplies: Varies  
Registration Fee: \$30.00

## Course Title: Bachelor of Arts in Organizational Leadership

Occupational Objective: Business Management

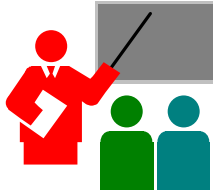
### COURSE INFORMATION

- ♦ Enrollment Requirements ..... Night School Graduate
- ♦ Program Length..... 4 Years (or less)
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ Bachelor of Arts Degree Awarded Upon Completion

### COST

Tuition: \$160.00/Unit (for undergraduate)  
Supplies: Varies  
Registration Fee: \$30.00

# Chapman University Continued



## Course Title: Bachelor of Arts in Social Science

Occupational Objective: Doctor, Lawyer, Teacher

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Graduate
- ♦ Program Length..... 4 Years or Less
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ Bachelor of Arts Degree Awarded Upon Completion

### *COST*

Tuition: \$160.00/Unit (for undergraduate)  
Supplies: Varies  
Registration Fee: \$30.00

## Course Title: Bachelor of Arts in Criminal Justice

Occupational Objective: Lawyer, Police Work

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Graduate
- ♦ Program Length..... 4 Years or Less
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ Bachelor of Arts Degree Awarded Upon Completion

### *COST*

Tuition: \$160.00/Unit (for undergraduate)  
Supplies: Varies  
Registration Fee: \$30.00

## Course Title: California Teaching Credential

Occupational Objective: Single Subject or Multiple Subject Teacher

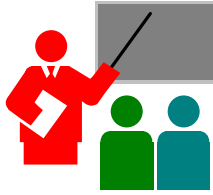
### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... Bachelor's Degree Required
- ♦ Program Length..... 1 year
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ California Teaching Credential

### *COST*

Tuition: \$220.00/Unit  
Supplies: Varies  
Registration Fee: \$40.00

# Chapman University Continued



## Course Title: Master of Arts in Education

Occupational Objective: School Administration

### *COURSE INFORMATION*

- |  |                         |
|--|-------------------------|
| ◆ Enrollment Requirements .....                              | Bachelor of Arts Degree |
| ◆ Program Length.....  | 18 Months               |
| ◆ Courses offered on.....                                    | Open Entry/Open Exit    |
| ◆ Master of Arts Degree in Education Awarded Upon Completion |                         |

### *COST*

Tuition:	\$220.00/Unit
Supplies:	Varies
Registration Fee:	\$40.00

## Course Title: Master of Health Administration

Occupational Objective: Health Administration

### *COURSE INFORMATION*

- |   |                         |
|---|-------------------------|
| ◆ Enrollment Requirements .....                 | Bachelor of Arts Degree |
| ◆ Program Length.....                           | 2 Years                 |
| ◆ Courses offered on.....                       | Open Entry/Open Exit    |
| ◆ Master of Arts Degree Awarded Upon Completion |                         |

### *COST*

Tuition:	\$220.00/Unit
Supplies:	Varies
Registration Fee:	\$40.00

# Clovis Adult Education

1452 David E. Cook Way  
Clovis, CA 93611

Phone: (209) 297-0259 FAX: (209) 298-3515

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Tutorial Services  
Services for Special Needs Students  
Job Placement Assistance

## Course Title: Bookkeeper/Accounting

Occupational Objective: Bookkeeper

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 18 Years of Age
- ◆ Program Length..... 840 Hours
- ◆ Courses offered on..... Quarterly Basis
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$866.00  
Supplies: Varies  
Registration Fee: \$0

## Course Title: Certified Nurse Assistant/Home Health Aide

Occupational Objective: Certified Nurse Assistant/Home Health Aide

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 18 Years of Age and Entrance Examination
- ◆ Program Length..... 330 Hours
- ◆ Courses offered on..... 4 Times a Year
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$530.00  
Supplies: Varies  
Registration Fee: \$0

## Course Title: Desktop Publishing

Occupational Objective: Computer Operator - Word Processor

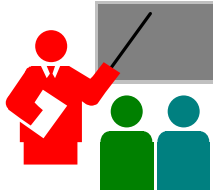
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... 18 Years of Age
- ◆ Program Length..... 786 Hours
- ◆ Courses offered on..... Quarterly Basis
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$690.00  
Supplies: Varies  
Registration Fee: \$0

# Clovis Adult Education Continued



## Course Title: General Office

Occupational Objective: Entry Level - Office Setting

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... 18 Years Old
- ◆ Program Length..... 705 Hours
- ◆ Courses offered on..... Quarter Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$712.00  
Supplies: Varies  
Registration Fee: \$0

## Course Title: Licensed Vocational Nurse

Occupational Objective: Licensed Vocational Nurse

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... CNA Certificate - Completed Prerequisites - Waiting List
- ◆ Program Length..... 1589 Hours (18 Months)
- ◆ Courses offered on..... Every 18 Months
- ◆ Eligible for LVN State Board Examination

### *COST*

Tuition: \$2,000.00 (approximately)  
Supplies: Varies  
Registration Fee: \$0

## Course Title: Mechanical Drafting (Electronic)

Occupational Objective: Drafting Occupations

### *COURSE INFORMATION*

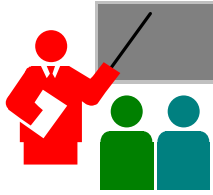
- ◆ Enrollment Requirements ..... Drafting 1
- ◆ Program Length..... 540 Hours
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: ROP Funded  
Supplies: Varies  
Registration Fee: \$0



# Clovis Adult Education Continued



## Course Title: Medical Assistant II

Occupational Objective: Medical Setting

### *COURSE INFORMATION*

- |                                       |  |
|---------------------------------------|--|
| ◆ Enrollment Requirements .....       | 18 Years of Age and Entrance Examination |
| ◆ Program Length.....                 | 322 Hours                                |
| ◆ Courses offered on.....             | Semester Basis                           |
| ◆ Certificate Awarded Upon Completion |  |

### *COST*

Tuition:	\$350.00
Supplies:	\$150.00
Registration Fee:	\$0

## Course Title: Word Processor

Occupational Objective: Office Setting - Computer Operator

### *COURSE INFORMATION*

- |                                       |                 |
|---------------------------------------|-----------------|
| ◆ Enrollment Requirements .....       | 18 Years of Age |
| ◆ Program Length.....                 | 814 Hours       |
| ◆ Courses offered on.....             | Quarter Basis   |
| ◆ Certificate Awarded Upon Completion |                 |

### *COST*

Tuition:	\$720.00
Supplies:	Varies
Registration Fee:	\$0

# College of the Sequoias

915 S. Mooney Blvd.  
Visalia, CA 93277

Phone: (209) 730-3700 FAX: (209) 730-3901

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
On-Site Child Care  
Job Placement Assistance

## Course Title: Accounting

Occupational Objective: Bookkeeping/Accounting

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma or GED or 18 Years of Age
- ◆ Program Length..... 3 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Administration of Justice

Occupational Objective: Correctional Officer or Probation Officer

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma , GED, or 18 Years of Age
- ◆ Program Length..... 4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. or A.A Degree Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Ag Management

Occupational Objective: Agriculture Industry

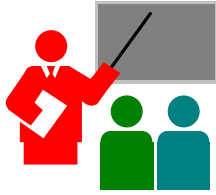
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Agricultural Mechanics/Engineering Technology

Occupational Objective: Broad Base for Career in Agriculture

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded upon completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Animal Science and Technology

Occupational Objective: Livestock Industry

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Automotive Technology

Occupational Objective: Automotive Service and Repair

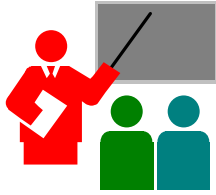
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Building Trades

Occupational Objective: Construction Trade

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Child Development

Occupational Objective: Day Care Provider

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Color Image

Occupational Objective: Fashion Buyer - Interior Designer

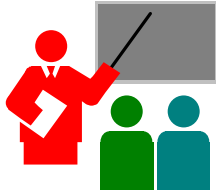
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Commercial Art

Occupational Objective: Commercial Artist

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Computer and Information Systems, General

Occupational Objective: Computer Operator

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Dairy Science

Occupational Objective: Dairy Manufacturing

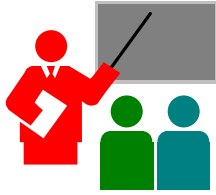
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Drafting Technology

Occupational Objective: Drafting, Design, and Related Fields

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Electronics

Occupational Objective: Electronic Industry

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Environmental Control Technology

Occupational Objective:  
Entry Level Maintenance and Repairs of Air Conditioning and Refrigeration

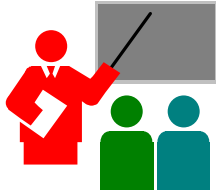
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2-3 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: \$Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Fashion Design

Occupational Objective: Fashion Designer

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2-3 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Fire Technology

Occupational Objective: Fire Agency - Management

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Floral Technology

Occupational Objective: Florist

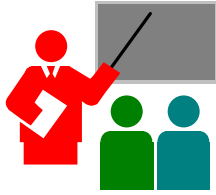
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Food Service I - Basic

Occupational Objective: Food Service Industry

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, 18 Years of Age
- ◆ Program Length..... 1 Semester
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Graphic Designer

Occupational Objective: Layout for Computer Operators

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Horse Production

Occupational Objective: Equine Industry

### *COURSE INFORMATION*

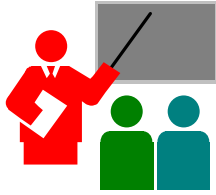
- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00



# College of the Sequoias Continued



## Course Title: Human Service

Occupational Objective: Employment as an Aide in Social Service Agency

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Industrial Maintenance Technology

Occupational Objective: Entry Level Maintenance Worker

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2-3 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Interior Design

Occupational Objective: Interior Designer

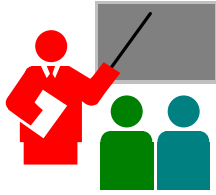
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Landscape Design and Planning

Occupational Objective: Landscape Designer

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Marketing Management

Occupational Objective: Advertising Industry

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Nursery Management

Occupational Objective: Nursery Manager

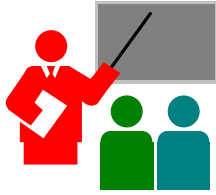
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Ornamental Horticulture Technology

Occupational Objective: Floral Designer

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Plant Science and Industry

Occupational Objective: Farming - Crop Production

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Plumbing

Occupational Objective: Entry Level Plumbing Installation and Repair

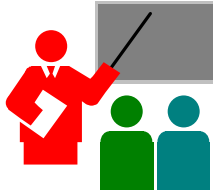
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 Semester
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: P.O.S.T. Basic Police Academy

Occupational Objective: Law Enforcement Officer

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Entrance Examination
- ◆ Program Length..... 1 Semester
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Real Estate

Occupational Objective: Prepares for Real Estate License

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Registered Nurse

Occupational Objective: Registered Nurse

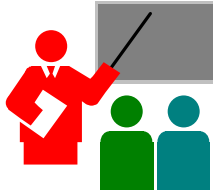
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... Prerequisites - 18 Units Required
- ◆ Program Length..... 4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Secretarial and Related Programs

Occupational Objective: Legal or Medical Secretary

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Technical Illustration

Occupational Objective: Drafting Field

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2-3 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certification Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Typing, General Office

Occupational Objective: Clerk Typist or Receptionist

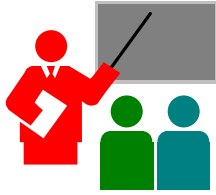
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 3-4 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# College of the Sequoias Continued



## Course Title: Welding

Occupational Objective: Welder

### *COURSE INFORMATION*

- |                                       |  |
|---------------------------------------|--|
| ◆ Enrollment Requirements .....       | High School Diploma, GED, or 18 Years of Age |
| ◆ Program Length.....                 | 4 Semesters                                  |
| ◆ Courses offered on.....             | Semester Basis                               |
| ◆ Certificate Awarded Upon Completion |  |

### *COST*

Tuition:	\$13.00/Unit
Supplies:	Varies
Health Fee:	\$10.00

## Course Title: Word Processing

Occupational Objective: Word Processor

### *COURSE INFORMATION*

- |                                       |  |
|---------------------------------------|--|
| ◆ Enrollment Requirements .....       | High School Diploma, GED, or 18 Years of Age |
| ◆ Program Length.....                 | 3-4 Semesters                                |
| ◆ Courses offered on.....             | Semester Basis                               |
| ◆ Certificate Awarded Upon Completion |  |

### *COST*

Tuition:	\$13.00/Unit
Supplies:	Varies
Health Fee:	\$10.00

# Community Trade and Technical Institute

4944 E. Clinton #107  
Fresno, CA 93727

Phone: (209) 456-9193 FAX: (209) 456-9270

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Job Placement Assistance

## Course Title: Office Automation

Occupational Objective: Account Clerk or Secretary

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 18 Years of Age, High School Diploma, or GED, and Examination
- ◆ Program Length..... 14 Weeks
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Diploma Awarded Upon Completion

### COST

Tuition: \$4,200.00  
Supplies: \$440.00  
Registration Fee: \$100.00

## Course Title: Medical Insurance Billing

Occupational Objective: Insurance Claims Processor

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 18 Years of Age, High School Diploma, or GED, and Examination
- ◆ Program Length..... 18 Weeks
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Diploma Awarded Upon Completion

### COST

Tuition: \$6,125.00  
Supplies: \$365.00  
Registration Fee: \$100.00

## Course Title: Cardiovascular Technician

Occupational Objective: Cardiac Ultrasound Technician

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 18 Years of Age, High School Diploma, or GED, and Examination
- ◆ Program Length..... 624 Hours
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Diploma Awarded Upon Completion

### COST

Tuition: \$8,100.00  
Supplies: \$600.00  
Registration Fee: \$100.00

# Embry - Riddle Aeronautical University

P.O. Box 1398  
NAS Lemoore, CA 93245

Phone: (209) 998-6026 FAX: (209) 998-8910

## Services Provided:

Financial Aid/Assistance  
Services for Special Needs Students

## Course Title: Aircraft Maintenance

Occupational Objective: General Education Degree - Emphasis in Aircraft Maintenance

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma or GED
- ◆ Program Length..... 2-3 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### COST

Tuition: \$120.00/Unit  
Supplies: Varies  
Registration Fee: \$10.00

## Course Title: Aviation Business Administration

Occupational Objective: General Education Degree - Emphasis in Aviation

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma or GED
- ◆ Program Length..... 2-3 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### COST

Tuition: \$120.00/Unit  
Supplies: Varies  
Registration Fee: \$10.00

## Course Title: Aviation Maintenance Management

Occupational Objective: Business Degree - Aviation Management

### COURSE INFORMATION

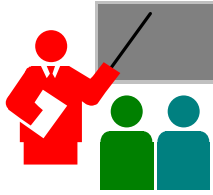
- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 4-5 Years
- ◆ Courses offered on..... Semester Basis
- ◆ B.S. Degree Awarded Upon Completion

### COST

Tuition: \$120.00/Unit  
Supplies: Varies  
Registration Fee: \$10.00



# Embry - Riddle Aeronautical University Continued



## Course Title: Professional Aeronautics

Occupational Objective: Management in Aeronautic Field

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Diploma or GED
- ♦ Program Length..... 2-3 Years for A.S. Degree - 4-5 Years for B.S. Degree
- ♦ Courses offered on..... Semester Basis
- ♦ A.S. Degree or B.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$120.00/Unit  
Supplies: Varies  
Registration Fee: \$10

## Course Title: Management of Technical Operations

Occupational Objective: Management in Aeronautical Field

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... B.S. Degree
- ♦ Program Length..... 4-5 Years
- ♦ Courses offered on..... Semester Basis
- ♦ B.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$120/Unit  
Supplies: Varies  
Registration Fee: \$10

## Course Title: Administration in Aviation

Occupational Objective: Administrative Position in Aviation

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... B.S. Degree
- ♦ Program Length..... 1 1/2-2 1/2 Years
- ♦ Courses offered on..... Semester Basis
- ♦ Masters Degree Awarded Upon Completion

### *COST*

Tuition: \$208/Unit  
Supplies: Varies  
Registration Fee: \$10

# Estes Institute of Cosmetology

324 E. Main St.  
Visalia, CA 93291

Phone: (209) 733-3617 FAX: (209) 733-4504

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Job Placement Assistance

## Course Title: Cosmetologist

Occupational Objective: Licensed Cosmetologist

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Entrance Examination
- ◆ Program Length..... 1600 Hours
- ◆ Courses offered on..... Semester Basis
- ◆ Eligible for State Board Examination

### COST

Tuition: \$4,562.00  
Supplies: Included in Tuition  
Registration Fee: \$0

## Course Title: Manicurist

Occupational Objective: Licensed Manicurist

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Entrance Examination
- ◆ Program Length..... 400 Hours
- ◆ Courses offered on..... Semester Basis
- ◆ Eligible for State Board Examination

### COST

Tuition: \$1,798.25  
Supplies: Included in Tuition  
Registration Fee: \$0

## Course Title: Esthetics

Occupational Objective: Licensed Esthetic

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Entrance Examination
- ◆ Program Length..... 600 Hours
- ◆ Courses offered on..... Semester Basis
- ◆ Eligible for State Board Examination

### COST

Tuition: \$2,123.25  
Supplies: Included in Tuition  
Registration Fee: \$0

# Fresno City College

1101 E. University  
Fresno, CA 93741

Phone: (209) 442-4600 Fax: (209) 485-3367

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Tutorial Services  
Services for Special Needs Students  
Job Placement Assistance

## Course Title: Account Clerk

Occupational Objective: Entry Level - Account Clerk

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma or GED
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Accounting

Occupational Objective: Accounting Field

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Automotive Technology

Occupational Objective: Maintenance and Service of Automobiles

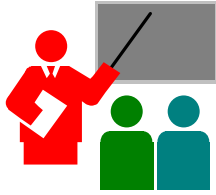
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Fresno City College Continued



## Course Title: Business Administration

Occupational Objective: Business Setting or Operate own Business

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.A. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Cabinetmaking Technology

Occupational Objective: Employment as a Cabinetmaker

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Child Development

Occupational Objective: Employment in a Child Care Facility

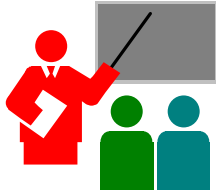
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Fresno City College Continued



## Course Title: Criminology - Criminology and Law Enforcement

Occupational Objective: Law Enforcement

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Dental Hygiene

Occupational Objective: Dental Hygienist

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED and Prerequisites
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree and Eligible for State Board Examination

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Dietetic Service Supervisor

Occupational Objective: Dietetic Service Supervisor

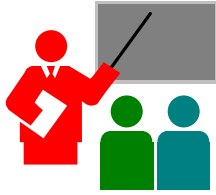
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Fresno City College Continued



## Course Title: Drafting

Occupational Objective: Drafting Field

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree or Certificate of Achievement  
Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Electronics Technician

Occupational Objective: Electronics Technician

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon  
Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Environmental Technology

Occupational Objective: Hazardous Materials Field

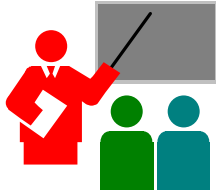
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Fresno City College Continued



## Course Title: Ford - ASSET Program

Occupational Objective: Ford Dealership Mechanic

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: General Motors - ASEP Program

Occupational Objective: General Motors Dealership Mechanic

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Information Systems

Occupational Objective: Computer Systems Field

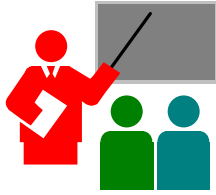
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Fresno City College Continued



## Course Title: Library Technology

Occupational Objective: Librarian

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Manufacturing Technology

Occupational Objective: Manufacturing Environment - Using Computers

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Marketing

Occupational Objective: Advertising in Wholesale or Retail

### *COURSE INFORMATION*

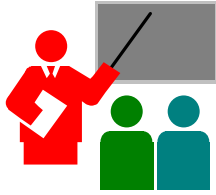
- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00



# Fresno City College Continued



## Course Title: Medical Assistant - Clinician

Occupational Objective: Medical Facility

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED and Prerequisites
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Health Information Technology

Occupational Objective: Medical Setting

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Paralegal

Occupational Objective: Paralegal

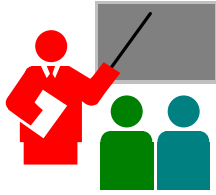
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Fresno City College Continued



## Course Title: Plumbing

Occupational Objective: Plumber

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Diploma or GED
- ♦ Program Length..... 2 Years
- ♦ Courses offered on..... Semester Basis
- ♦ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Printing Technology

Occupational Objective: Printer

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Diploma or GED
- ♦ Program Length..... 2 Years
- ♦ Courses offered on..... Semester Basis
- ♦ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Radiological Technology

Occupational Objective: Radiographer

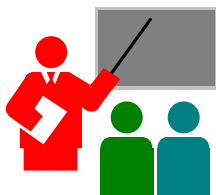
### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Diploma or GED and Prerequisites - Waiting List
- ♦ Program Length..... 2 Years
- ♦ Courses offered on..... Semester Basis
- ♦ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Fresno City College Continued



## Course Title: Registered Nursing

Occupational Objective: Registered Nurse

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED and Prerequisites - Waiting List
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Respiratory Care Practitioner

Occupational Objective: Health Care Specialist

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED and Prerequisites - Waiting List
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Retailing Fashion Merchandising

Occupational Objective: Retail Fashion Field

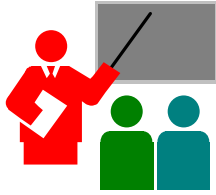
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Fresno City College Continued



## Course Title: Theater Arts

Occupational Objective: Theater Production

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.A. Degree Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Water Utility Science

Occupational Objective: Plant Water Treatment Operator

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certification of Achievement Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Welding Technology

Occupational Objective: Welder

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma or GED
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Fresno City College - Vocational Training Center

2930 E. Annadale  
Fresno, CA 93725

Phone: (209) 486-0173 FAX: (209) 264-1156

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Services for Special Needs Students  
Job Placement Assistance

## Course Title: Body, Fender and Paint Technician

Occupational Objective: Auto Body Repair and Painter

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 18 Years of Age
- ◆ Program Length..... 900 Hours
- ◆ Courses offered on..... Open Entry
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$0  
Supplies: \$180.00 (Approximately)  
Health Fee: \$10.00

## Course Title: Brake and Suspension

Occupational Objective: Brake and Suspension Mechanic

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 18 Years of Age
- ◆ Program Length..... 600 Hours
- ◆ Courses offered on..... Open Entry
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$0  
Supplies: \$210.00 (Approximately)  
Health Fee: \$10.00

## Course Title: Computerized Accounting

Occupational Objective: Accounting Field

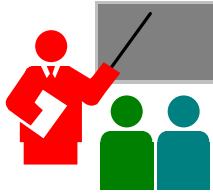
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... 18 Years of Age
- ◆ Program Length..... 600 Hours
- ◆ Courses offered on..... Open Entry
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$0  
Supplies: \$300.00 (Approximately)  
Health Fee: \$10.00

# Fresno City College - Vocational Training Center Continued



## Course Title: Office Assistant

Occupational Objective: Clerical Field

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 600 Hours
- ◆ Courses offered on..... Open Entry
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$0  
Supplies: \$300.00 (Approximately)  
Health Fee: \$10.00

## Course Title: Maintenance Mechanic

Occupational Objective: Maintenance Mechanic

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 900 Hours
- ◆ Courses offered on..... Open Entry
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$0  
Supplies: \$230.00 (Approximately)  
Health Fee: \$10.00

## Course Title: Tune Up and Emission Control Technician

Occupational Objective: Engine Performance Field

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 600 Hours
- ◆ Courses offered on..... Open Entry
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$0  
Supplies: \$250.00 (Approximately)  
Health Fee: \$10.00

# Golden State Business College

3356 S. Fairway  
Visalia, CA 93277

Phone: (209) 733-4040 FAX: (209) 735-3808

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Tutorial Services  
Services for Special Needs Students

## Course Title: COMPUTER BUSINESS

Occupational Objective: Computer Operator/General Office Clerk

### COURSE INFORMATION

- ◆ Enrollment Requirements..... Entrance Examination Administered by School
- ◆ Program Length..... 32 weeks
- ◆ Courses offered on..... Every 8 Weeks
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$6,667.00  
Supplies: \$496.00  
Registration Fee: \$75.00

## Course Title: FULL CHARGE BOOKKEEPER

Occupational Objective: Full Charge Bookkeeper

### COURSE INFORMATION

- ◆ Enrollment Requirements..... Entrance Examination Administered by School
- ◆ Program Length..... 32 weeks
- ◆ Courses offered on..... Every 8 Weeks
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$6,667.00  
Supplies: \$529.71  
Registration Fee: \$75.00

## Course Title: MEDICAL ASSISTANT

Occupational Objective: Entry Level - Medical Setting

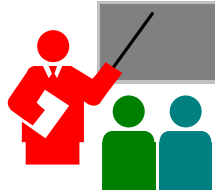
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... Entrance Examination Administered by School
- ◆ Program Length..... 32 weeks
- ◆ Courses offered on..... Every 8 Weeks
- ◆ Certificate awarded upon completion

### COST

Tuition: \$6,254.00  
Supplies: \$470.71  
Registration Fee: \$75.00

# Golden State Business College Continued



## Course Title: Professional Secretary

Occupational Objective: Administrative Secretary

### *COURSE INFORMATION*

- |                                       |   |
|---------------------------------------|---|
| ♦ Enrollment Requirements .....       | Entrance Examination administered by school |
| ♦ Program Length.....                 | 32 Weeks                                    |
| ♦ Courses offered on.....             | Every 8 Weeks                               |
| ♦ Certificate Awarded Upon Completion |   |

### **COST**

Tuition:	\$6,698.00
Supplies:	\$376.36
Registration Fee:	\$75.00



# Hanford Adult School

905 N. Campus Drive  
Hanford, CA 93230

Phone: (209) 583-0856 FAX: (209) 583-1648

## Services Provided:

Services for Special Needs Students  
ESL Courses  
GED Assistance  
Adult Basic Education

## Course Title: IV/Blood Withdrawal Certification

Occupational Objective: Blood Withdrawal Certified

### COURSE INFORMATION

- ◆ Enrollment Requirements..... Current LVN or RN License
- ◆ Program Length..... 36 Hours
- ◆ Courses offered on..... Consult School for Starting Dates
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$0  
Supplies: Cost of Book  
Registration Fee: \$75.00

## Course Title: Certified Nurse Assistant

Occupational Objective: California Licensed Nurse Assistant

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 18 Years of Age - Reading Entrance Examination
- ◆ Program Length..... 184 Hours
- ◆ Courses offered on..... Consult School for Starting Date
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$300.00  
Supplies: Cost of Books  
Registration Fee: \$20.00

## Course Title: Clerk Typist/Business Skills

Occupational Objective: Entry Level - Clerical Field

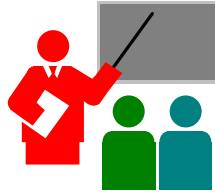
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... Entry Evaluation in Typing, Math, and English
- ◆ Program Length..... 6-9 Months
- ◆ Courses offered on..... Consult School for Starting Date
- ◆ Certification of Accomplishments Awarded Upon Completion

### COST

Tuition: \$50.00/Month  
Supplies: Cost of Books  
Registration Fee: \$0

# Hanford Adult School Continued



## Course Title: Computer Instruction

Occupational Objective: Knowledge of Computer Programs

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... 18 Years of Age
- ♦ Program Length..... 3-6 Weeks
- ♦ Courses offered on..... Consult School for Starting Date
- ♦ Certificate Awarded Upon Completion

### *COST*

Tuition: \$0  
Supplies: Cost of Books  
Registration Fee: \$

## Course Title: Home Health Aide

Occupational Objective: Licensed Home Health Aide

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... 18 Years of Age and Currently Enrolled in CNA Class
- ♦ Program Length..... 44 Hours
- ♦ Courses offered on..... Consult School for Starting Date
- ♦ Licensed Home Health Aide Upon Completion

### *COST*

Tuition: \$0  
Supplies: Cost of Books  
Registration Fee: \$20.00

## Course Title: Licensed Vocational Nurse

Occupational Objective: California State Licensed Vocational Nurse

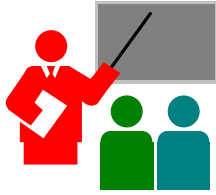
### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... 18 Years of Age, Entrance Examination, High School Diploma, or GED
- ♦ Program Length..... 13 Months
- ♦ Courses offered on..... Consult School for Starting Date
- ♦ Eligible for State Board License Examination

### *COST*

Tuition: \$1,800.00  
Supplies: Cost of Books and Uniforms  
Registration Fee: \$160.00

# Hanford Adult School Continued



## Course Title: Medical Insurance Billing

Occupational Objective: Entry Level into Medical Insurance Billing

### *COURSE INFORMATION*

- |                                 |   |
|---------------------------------|---|
| ◆ Enrollment Requirements ..... | 18 Years of Age, Ability to Type 30 WPM, Knowledge of Computers |
| ◆ Program Length.....           | 120 Hours   |
| ◆ Courses offered on.....       | Consult School for Starting Date                                |
| ◆ Certification of Completion   |   |

### **COST**

Tuition:	\$0
Supplies:	Cost of Books
Registration Fee:	\$175.00

# Heald Business College

255 W. Bullard  
Fresno, CA 93704

Phone: (209) 438-4222 FAX: (209) 438-6368

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Tutorial Services  
Services for Special Needs Students  
Job Placement Assistance

## Course Title: Accounting

Occupational Objective: Bookkeeper - Junior Accountant

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Admissions Examination
- ◆ Program Length..... 1 - 1 1/2 Years
- ◆ Courses offered on..... Quarterly Basis
- ◆ Associate Degree in Applied Science Awarded  
Upon Completion

### COST

Tuition: \$11,520.00  
Supplies: \$1,200.00 (approximately)  
Registration Fee: \$50.00

## Course Title: Accounting

Occupational Objective: Accounting Field

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Quarterly Basis
- ◆ Associate Degree in Applied Science Awarded  
Upon Completion

### COST

Tuition: \$7,680.00  
Supplies: \$800.00 (approximately)  
Registration Fee: \$50.00

## Course Title: Computer Business Administration

Occupational Objective: Business Administrator

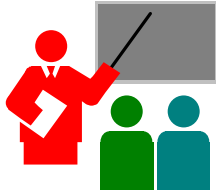
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 1/2 Years
- ◆ Courses offered on..... Quarterly Basis
- ◆ Associate Degree in Applied Science Awarded  
Upon Completion

### COST

Tuition: \$11,520.00  
Supplies: \$1,200.00 (approximately)  
Registration Fee: \$50.00

# Heald Business College Continued



## Course Title: Computer Business Administration

Occupational Objective: Business Administrator

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Quarterly Basis
- ◆ Specialist Diploma Awarded Upon Completion

### COST

Tuition: \$7,680.00  
Supplies: \$800.00 (approximately)  
Registration Fee: \$50.00

## Course Title: Computer Office Administration

Occupational Objective: Office Administrator

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 1/2 Years
- ◆ Courses offered on..... Quarterly Basis
- ◆ Associate in Applied Science Degree Awarded Upon Completion

### COST

Tuition: \$11,520.00  
Supplies: \$1,200.00 (approximately)  
Registration Fee: \$50.00

## Course Title: Computer Office Administration

Occupational Objective: Office Administrator

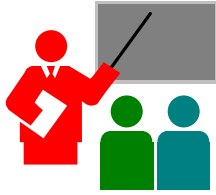
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Quarterly Basis
- ◆ Specialist Diploma Awarded Upon Completion

### COST

Tuition: \$7,680.00  
Supplies: \$800.00 (approximately)  
Registration Fee: \$50.00

# Heald Business College Continued



## Course Title: Hospitality and Tourism

Occupational Objective: Hotel Management

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 1/2 Years
- ◆ Courses offered on..... Quarterly Basis
- ◆ Associate in Applied Science Degree  
Awarded Upon Completion

### *COST*

Tuition: \$11,520.00  
Supplies: \$1,200.00 (approximately)  
Registration Fee: \$50.00

## Course Title: Hospitality and Tourism

Occupational Objective: Hotel Management

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Quarterly Basis
- ◆ Specialist Diploma Awarded Upon  
Completion

### *COST*

Tuition: \$7,680.00  
Supplies: \$800.00 (approximately)  
Registration Fee: \$50.00

## Course Title: Legal Office Administration

Occupational Objective: Legal Office Setting

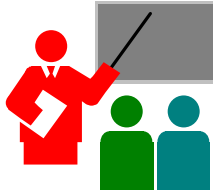
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 1/2 Years
- ◆ Courses offered on..... Quarterly Basis
- ◆ Associate in Applied Science Degree  
Awarded Upon Completion

### *COST*

Tuition: \$11,520.00  
Supplies: \$1,200.00 (approximately)  
Registration Fee: \$50.00

# Heald Business College Continued



## Course Title: Medical Office Administration

Occupational Objective: Medical Office Management

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 1/2 Year
- ◆ Courses offered on..... Quarterly Basis
- ◆ Associate in Applied Science Degree  
Awarded Upon Completion

### *COST*

Tuition: \$11,520.00  
Supplies: \$1,200.00 (approximately)  
Registration Fee: \$50.00

## Course Title: Medical Office Administration

Occupational Objective: Medical Setting - Clerical

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Quarterly Basis
- ◆ Specialist Diploma Awarded Upon  
Completion

### *COST*

Tuition: \$7,680.00  
Supplies: \$800.00 (approximately)  
Registration Fee: \$50.00

## Course Title: Electronics Technology

Occupational Objective: Electronic and Computer Field

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, and Admissions Examination
- ◆ Program Length..... 1 1/2 Years
- ◆ Courses offered on..... Quarterly Basis
- ◆ Associated in Applied Science Degree  
Awarded Upon Completion

### *COST*

Tuition: \$12,600.00  
Supplies: \$1,800.00 (approximately)  
Registration Fee: \$50.00

# Kings Regional Occupational Program

1144 W. Lacey Blvd.  
Hanford, CA 93230

Phone: (209) 582-2823 FAX: (209) 583-6616

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Services for Special Needs Students

## Course Title: Agricultural Business Technology

Occupational Objective: Employment in Agricultural Technology

### COURSE INFORMATION

- ♦ Enrollment Requirements..... 16 Years of Age
- ♦ Program Length..... 2 Semesters
- ♦ Courses offered on..... Semester Basis
- ♦ Certificate of Completion Awarded Upon Completion

### COST

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

## Course Title: Automated Office Occupations

Occupational Objective: Employment in the Clerical Field

### COURSE INFORMATION

- ♦ Enrollment Requirements..... 16 Years of Age
- ♦ Program Length..... 2 Semesters
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ Certificate of Completion Awarded Upon Completion

### COST

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

## Course Title: Automotive Services

Occupational Objective: Employment in Automotive Services

### COURSE INFORMATION

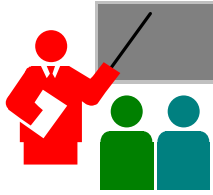
- ♦ Enrollment Requirements ..... 16 Years of Age
- ♦ Program Length..... 2 Semesters
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ Certificate of Completion Awarded Upon Completion

### COST

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0



# Kings Regional Occupational Program Continued



## Course Title: Cashier Merchandising

Occupational Objective: Employment in Retail Merchandising

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... 16 Years of Age
- ◆ Program Length..... 1 Semester
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Certificate of Completion Awarded Upon Completion

### *COST*

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

## Course Title: Nursing Assistant

Occupational Objective: Employment as a Certified Nurse Assistant

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... 16 Years of Age
- ◆ Program Length..... 1 Semester
- ◆ Courses offered on..... Semester Basis
- ◆ California Certified Nurse Assistant License

### *COST*

Tuition: \$60.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

## Course Title: Child Related Occupations

Occupational Objective: Employment as Teachers Assistant or Day Care Provider

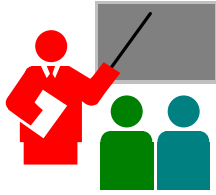
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... 16 Years of Age
- ◆ Program Length..... 1 Semester
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Certificate of Completion Awarded Upon Completion

### *COST*

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

# Kings Regional Occupational Program Continued



## Course Title: Child Related Occupations - Advanced

Occupational Objective: Employment as Teachers Aide or Day Care Provider

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... 16 Years of Age - Completion of Child Related Occupations
- ◆ Program Length..... 1 Semester
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Certificate of Completion Awarded Upon Completion

### COST

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

## Course Title: Food Related Occupations

Occupational Objective: Employment in Food Related Occupations

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... 16 Years of Age
- ◆ Program Length..... 2 Semesters
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Certification of Completion Awarded Upon Completion

### COST

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

## Course Title: Health Occupations

Occupational Objective: Employment in the Health Field

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... 16 Years of Age
- ◆ Program Length..... 2 Semesters
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Certificate of Completion Awarded Upon Completion

### COST

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

# Kings River Community College

955 N. Reed Ave.  
Reedley, CA 93654

Phone: (209) 638-3642 FAX: (209) 635-5040

## Services Provided:

Vocational/ Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
On-Site Child Care  
Tutorial Services  
Services for Special Needs Students  
Job Placement Assistance

## Course Title: Accounting

Occupational Objective: Accountant - Bookkeeper

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 -2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Administrations of Justice - Corrections

Occupational Objective: Correctional Officer

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 -2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Administration of Justice - Law Enforcement

Occupational Objective: Law Enforcement Field

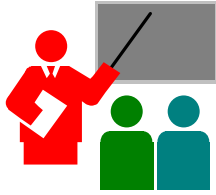
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 - 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Kings Regional Occupational Program Continued



## Course Title: General Office Clerk

Occupational Objective: Employment in the Clerical Field

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... 16 Years of Age
- ◆ Program Length..... 2 Semesters
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Certificate of Completion Awarded Upon Completion

### **COST**

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

## Course Title: Office Technology and Training

Occupational Objective: Employment in the Clerical Field

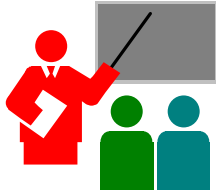
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... 16 Years of Age
- ◆ Program Length..... 2 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Completion Awarded Upon Completion

### **COST**

Tuition: \$40.00 (adults only)  
Supplies: \$0  
Registration Fee: \$0

# Kings River Community College Continued



## Course Title: Automotive Technology

Occupational Objective: Automotive Mechanic

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Aviation Maintenance Technology

Occupational Objective: Aviation Mechanic

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Agriculture Business

Occupational Objective: Farm Management

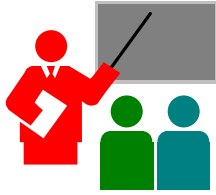
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 - 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Kings River Community College Continued



## Course Title: Animal Science

Occupational Objective: Animal Health

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Child Development

Occupational Objective: Child Care - Pre School

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 - 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Data Entry

Occupational Objective: Clerical Field - Data Entry

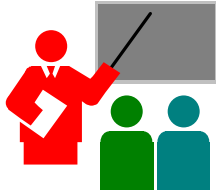
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Semesters
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Completion Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Kings River Community College Continued



## Course Title: Dental Assistant

Occupational Objective: Dental Assistant

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Fashion Merchandising

Occupational Objective: Retail Fashion Business

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 -2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Food Service

Occupational Objective: Food Industry

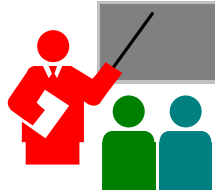
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 Semester
- ◆ Courses offered on..... Semester Basis
- ◆ Certification of Completion Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Kings River Community College Continued



## Course Title: General Business

Occupational Objective: Business Field

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 - 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Completion Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: General Office - Secretarial

Occupational Objective: Secretary

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 - 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Information Systems

Occupational Objective: Computer Systems Field

### *COURSE INFORMATION*

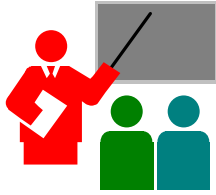
- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Semester Basis
- ◆ Certification of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00



# Kings River Community College Continued



## Course Title: Landscape Horticulture

Occupational Objective: Landscaping Field

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Manufacturing Technology

Occupational Objective: Machinist Field

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Park/Forest Technology

Occupational Objective: Park Ranger

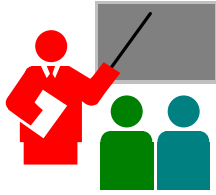
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Kings River Community College Continued



## Course Title: Plant Science

Occupational Objective: Vineyard and Orchards Operations

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Receptionist

Occupational Objective: Office Setting

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 Year
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Completion Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Word Processing

Occupational Objective: Computer - Office Setting

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 - 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate of Achievement Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# Lawrence and Company - College of Cosmetology

810 N. 10th Ave.  
Hanford, CA 93230

Phone: (209) 584-1192 FAX: (209) 584-1459

## Services Provided:

Vocational/Career Counseling  
Job Placement Assistance

## Course Title: Cosmetology

Occupational Objective: California Licensed Cosmetologist

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 16 Years of Age, High School Diploma, or GED
- ◆ Program Length..... 1600 Hours (10 Months)
- ◆ Courses offered on..... Consult School For Starting Dates
- ◆ Eligible for State Board License - Cosmetologist

### COST

Tuition: \$3,750.00  
Supplies: \$723.94  
Registration Fee: \$100.00

## Course Title: Manicuring

Occupational Objective: California Licensed Manicurist

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 16 Years of Age, High School Diploma, or GED
- ◆ Program Length..... 400 Hours (10 Weeks)
- ◆ Courses offered on..... Consult School For Starting Dates
- ◆ Eligible for State Board License - Manicurist

### COST

Tuition: \$1,375.00  
Supplies: \$402.19  
Registration Fee: \$100.00

# Microcomputer Education Center

2002 north gateway blvd.  
Fresno, CA 93727

Phone: (209) 456-0623 FAX: (209) 456-0188

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Tutorial Services  
Services for Special Needs Students  
Job Placement Assistance

## Course Title: Computerized Accounting Clerk

Occupational Objective: Accounting Clerk

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Entrance Examination
- ◆ Program Length..... 9 Months
- ◆ Courses offered on..... Consult School For Starting Dates
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$6,520.00  
Supplies: \$350.00  
Registration Fee: \$25.00

## Course Title: Medical Office Clerk

Occupational Objective: Medical Office Setting

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Entrance Examination
- ◆ Program Length..... 9 Months
- ◆ Courses offered on..... Consult School For Starting Dates
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$6,520.00  
Supplies: \$350.00  
Registration Fee: \$25.00

## Course Title: Microcomputer Operator

Occupational Objective: Office Setting - Computer Operator

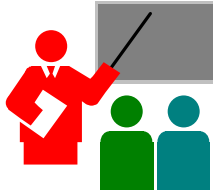
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Entrance Examination
- ◆ Program Length..... 9 Months
- ◆ Courses offered on..... Consult School For Starting Date
- ◆ Certificate of Achievement Awarded Upon Completion

### COST

Tuition: \$6,520.00  
Supplies: \$350.00  
Registration Fee: \$25.00

# Microcomputer Education Center Continued



## Course Title: Office Automation Technician

Occupational Objective: Office Setting

### *COURSE INFORMATION*

- |  |   |
|--|---|
| ◆ Enrollment Requirements .....                      | High School Diploma, or GED, and Entrance Examination |
| ◆ Program Length.....                                | 5 Months  |
| ◆ Courses offered on.....                            | Consult School For Starting Date                      |
| ◆ Certificate of Achievement Awarded Upon Completion |   |

### *COST*

Tuition:	\$5,4320.00
Supplies:	\$175.00
Registration Fee:	\$25.00

## Course Title: Word Processor

Occupational Objective: Office Setting - Computer

### *COURSE INFORMATION*

- |  |   |
|--|---|
| ◆ Enrollment Requirements .....                      | High School Diploma, or GED, and Entrance Examination |
| ◆ Program Length.....                                | 3 Months  |
| ◆ Courses offered on.....                            | Consult School For Starting Date                      |
| ◆ Certificate of Achievement Awarded Upon Completion |   |

### *COST*

Tuition:	\$2,428.00
Supplies:	\$150.00
Registration Fee:	\$25.00

# Moler Barber College

1880 Tulare St.  
Fresno, CA 93721

Phone: (209) 485-4030

## Services Provided:

Vocational/Career Counseling

Financial Assistance

Job Placement Assistance

## Course Title: Barber

Occupational Objective: California Licensed Barber

### *COURSE INFORMATION*

- ♦ Enrollment Requirements..... 10th Grade Completed or 18 Years Old
- ♦ Program Length..... 1500 Hours
- ♦ Courses offered on..... Consult School For Starting Date
- ♦ Eligible for State Board Examination

### **COST**

Tuition: Fresno Adult School Will Pay Tuition  
Supplies: \$600.00  
Registration Fee: \$75.00

# National Training Institute

1788 North Helm Street, Suite 106  
Fresno, CA 93727-1628

Phone: (209) 456-1522 FAX: (209) 456-4841

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid Assistance  
Tutorial Services  
Job Placement Assistance

## Course Title: Computer Service Technician

Occupational Objective: Install and Trouble Shoot Computers

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 16 Years of Age, High School Diploma, or GED, and Examination
- ◆ Program Length..... 15 Weeks (480 Hours)
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Certificate of Completion.....

### COST

Tuition: \$6,150.00  
Supplies: \$250.00  
Registration Fee: \$100.00

## Course Title: Electronic Equipment Repair Technology

Occupational Objective: Service Office Equipment

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 16 Years of Age, High School Diploma, or GED, and Examination
- ◆ Program Length..... 15 Weeks (465 Hours)
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Certificate of Completion.....

### COST

Tuition: \$6,150.00  
Supplies: \$250.00  
Registration Fee: \$100.00

# Realty World - Sweeney Anderson

980 N. 10th Ave.  
Hanford, CA 93230

Phone: (209) 583-8852 FAX: (209) 583-6809

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Tutorial Services  
Job Placement Assistance

## Course Title: Real Estate Principles

Occupational Objective: Real Estate Salesperson License

### *COURSE INFORMATION*

- |   |   |
|---|---|
| ◆ Enrollment Requirements.....            | 18 Years of Age - No Serious Felony Convictions |
| ◆ Program Length.....                     | Up to 4 Months                                  |
| ◆ Courses offered on.....                 | Open Entry/Open Exit                            |
| ◆ Preparation for State Board Examination |   |

### **COST**

Tuition:	\$150.00
Supplies:	\$0
Registration Fee:	\$0



# San Joaquin Valley College - Fresno

295 E. Sierra  
Fresno, CA 93710

Phone: (209) 229-7800 FAX: (209) 448-8250

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Services for Special Needs Students  
Job Placement Assistance

## Course Title: Administration of Justice

Occupational Objective: Security - Loss Prevention

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

### COST

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

## Course Title: Business Administration

Occupational Objective: Employment in General Business Offices

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion A.S. Degree

### COST

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

## Course Title: Criminal Justice - Corrections

Occupational Objective: Correctional Field

### COURSE INFORMATION

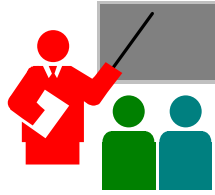
- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion A.S. Degree Awarded Upon Completion

### COST

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

# San Joaquin Valley College - Fresno

## Continued



### Course Title: Dental Assisting

Occupational Objective: Dental Assistant

#### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ♦ Program Length..... 2 Years
- ♦ Courses offered on..... Semester Basis
- ♦ A.S. Degree Awarded Upon Completion

#### *COST*

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

### Course Title: Health Care Administration

Occupational Objective: Employment in Medical or Dental Field

#### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ♦ Program Length..... 2 Years
- ♦ Courses offered on..... Semester Basis
- ♦ A.S. Degree Awarded Upon Completion

#### *COST*

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

### Course Title: Refrigeration Air Conditioning Technology

Occupational Objective: Entry Level - Repair

#### *COURSE INFORMATION*

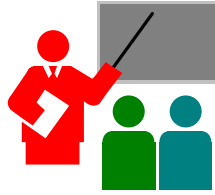
- ♦ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ♦ Program Length..... 2 Years
- ♦ Courses offered on..... Semester Basis
- ♦ A.S. Degree Awarded Upon Completion

#### *COST*

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

# San Joaquin Valley College - Fresno

## Continued



### Course Title: Restorative Nursing

Occupational Objective: Employment in Health Care Facility

#### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

#### *COST*

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

### Course Title: Clinical and Administrative Medical Assisting

Occupational Objective: Entry Level - Medical Assistant

#### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

#### *COST*

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

### Course Title: Medical and Legal Transcription

Occupational Objective: Entry Level - Medical or Legal Transcribe

#### *COURSE INFORMATION*

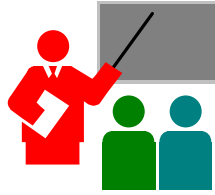
- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

#### *COST*

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

# San Joaquin Valley College - Fresno

## Continued



### Course Title: Office Administration

Occupational Objective: Employment in General Business Office

#### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

#### **COST**

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

### Course Title: Travel Administration

Occupational Objective: Employment in Travel and Tour Companies

#### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

#### **COST**

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

### Course Title: Veterinary Assisting Technology

Occupational Objective: Assistant to Veterinarian

#### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

#### **COST**

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

# San Joaquin Valley College - Visalia

8400 W. Mineral King Ave.  
Visalia, CA 93291

Phone: (209) 651-2500 FAX: (209) 651-0374

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Services for Special Needs Students  
Job Placement Assistance

## Course Title: Business Administration

Occupational Objective: Employment in General Business Offices

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion A.S. Degree Awarded Upon Completion

### COST

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

## Course Title: Dental Assisting

Occupational Objective: Entry Level - Dental Assisting

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion A.S. Degree Awarded Upon Completion

### COST

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

## Course Title: Health Care Administration

Occupational Objective: Employment in Medical and Dental Fields

### COURSE INFORMATION

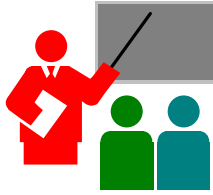
- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion A.S. Degree Awarded Upon Completion

### COST

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

# San Joaquin Valley College - Visalia

## Continued



### Course Title: Medical Assisting

Occupational Objective: Entry Level - Medical Facilities

#### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

#### *COST*

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

### Course Title: Pharmacy Technology

Occupational Objective: Pharmacist Assistant

#### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 2 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

#### *COST*

Tuition: \$12,890.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

### Course Title: Respiratory Care Practitioner

Occupational Objective: Respiratory Therapist

#### *COURSE INFORMATION*

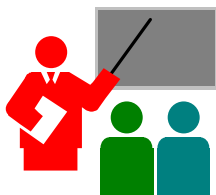
- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Admission Examination
- ◆ Program Length..... 3 Years
- ◆ Courses offered on..... Semester Basis
- ◆ A.S. Degree Awarded Upon Completion

#### *COST*

Tuition: \$18,219.00  
Supplies: Included in Tuition  
Registration Fee: \$100.00

# San Joaquin Valley College - Visalia

## Continued



### Course Title: Restorative Nursing Assisting

Occupational Objective: Employment in Health Care Facility

#### *COURSE INFORMATION*

- |                                       |  |
|---------------------------------------|--|
| ◆ Enrollment Requirements .....       | High School Diploma, or GED, and Admission Examination |
| ◆ Program Length.....                 | 2 Years  |
| ◆ Courses offered on.....             | Semester Basis   |
| ◆ A.S. Degree Awarded Upon Completion |  |

#### **COST**

Tuition:	\$12,890.00
Supplies:	Included in Tuition
Registration Fee:	\$100.00

# Sierra Valley College

4747 North First Street, Building D  
Fresno, CA 93726

Phone: (209) 222-0947 FAX: (209) 222-2973

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Tutorial Services  
Job Placement Assistance

## Course Title: Administrative Assistant

Occupational Objective: Office Manager

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Entrance Examination
- ◆ Program Length..... 900 Hours (3 Quarters)
- ◆ Courses offered on..... Quarterly Basis
- ◆ Diploma Awarded Upon Completion

### COST

Tuition: \$5,400.00  
Supplies: \$175.00 - 200.00 per quarter  
Registration Fee: \$75.00

## Course Title: Court Reporting

Occupational Objective: Court Reporter

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, or GED, and Entrance Examination
- ◆ Program Length..... 3 Years (Approximately)
- ◆ Courses offered on..... Quarterly Basis
- ◆ Diploma Awarded Upon Completion

### COST

Tuition: \$5,400 per year  
Supplies: \$100.00 per quarter  
Registration Fee: \$75.00

## Course Title: Medical Office Administration

Occupational Objective: Medical Office Manager

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, or GED, and Entrance Examination
- ◆ Program Length..... 1200 Hours (4 Quarters)
- ◆ Courses offered on..... Quarterly Basis
- ◆ Diploma awarded upon completion

### COST

Tuition: \$7,200.00  
Supplies: \$175.00 - 200.00 per quarter  
Registration Fee: \$75.00



# TCOVE

4136 N. Mooney Blvd.  
Tulare, CA 93274

Phone: (209) 688-0571 FAX : (209) 688-5913

## Services Provided:

Vocational/Career Assistance  
Vocational/Career  
Services for Special Needs Students  
Financial Aid/Assistance

## Course Title: Automotive Specialties

Occupational Objective: Automotive - Specializing in Brakes and Front-End Alignment

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 11th and 12th Grade
- ◆ Program Length..... 10 Months
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ TCOVE Certificate Awarded Upon Completion

### COST

Tuition: Individualized  
Supplies: Individualized  
Registration Fee: \$0

## Course Title: Building Trades

Occupational Objective: Construction Trade

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 11th and 12th Grade
- ◆ Program Length..... 10 Months
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ TCOVE Certificate Awarded Upon Completion

### COST

Tuition: Individualized  
Supplies: Individualized  
Registration Fee: \$0

## Course Title: Certified Nursing Assistant

Occupational Objective: Certified Nursing Assistant

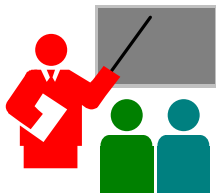
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... 11th and 12th Grade
- ◆ Program Length..... 180 Hours
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Eligible for State Board Examination upon successful completion

### COST

Tuition: Individualized  
Supplies: \$115.00 Plus uniform and physical  
Registration Fee: \$0

# TCOVE Continued



## Course Title: Energy Technology

Occupational Objective: Heat/Air Conditioning and Refrigeration Repair

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... 11th and 12th Grade
- ♦ Program Length..... 10 Months
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ TCOVE Certificate Awarded Upon Completion

### *COST*

Tuition: Individualized  
Supplies: Individualized  
Registration Fee: \$0

## Course Title: Floral Design

Occupational Objective: Entry Level - Floral Shop

### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... 11th and 12th Grade
- ♦ Program Length..... 90 Hours
- ♦ Courses offered on..... Open Entry/Open Exit
- ♦ TCOVE Certificate Awarded Upon Completion

### *COST*

Tuition: Individualized  
Supplies: Individualized  
Registration Fee: \$0

## Course Title: Health Occupations

Occupational Objective: Entry Level - Medical Setting

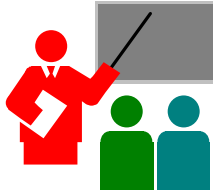
### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... 11th and 12th Grade
- ♦ Program Length..... 2 Semesters (360 Hours)
- ♦ Courses offered on..... Semester Basis
- ♦ TCOVE Certificate Awarded Upon Completion

### *COST*

Tuition: Individualized  
Supplies: Individualized  
Registration Fee: \$0

# TCOVE Continued



## Course Title: School Bus Driver Training

Occupational Objective: School Bus Driver

### *COURSE INFORMATION*

- |   |  |
|---|--|
| ◆ Enrollment Requirements .....           | Good Driving Record - Over 18 Years of Age |
| ◆ Program Length.....                     | 32 Hours                                   |
| ◆ Courses offered on.....                 | Consult School for Starting Date           |
| ◆ State TO-1 Card Awarded Upon Completion |  |

### *COST*

Tuition:	Individualized
Supplies:	Individualized
Registration Fee:	\$0

## Course Title: School Bus Driver - Behind the Wheel Training

Occupational Objective: School Bus Driver

### *COURSE INFORMATION*

- |   |                                   |
|---|-----------------------------------|
| ◆ Enrollment Requirements .....           | Pass Required DMV Physical        |
| ◆ Program Length.....                     | 20 Hours (Minimum)                |
| ◆ Courses offered on.....                 | Consult School for Starting Dates |
| ◆ State TO-1 Card Awarded Upon Completion |                                   |

### *COST*

Tuition:	Individualized
Supplies:	Individualized
Registration Fee:	\$0

# Truck Driving Academy

2757 S. Golden State Blvd.  
Fresno, CA 93725

Phone: (209) 233-4700 FAX: (209) 2664747

## Services Provided:

Vocational/Career Assessment  
Financial Aid/Assistance  
Job Placement Assistance

## Course Title: Truck Driver

Occupational Objective: Class A Truck Driver

### *COURSE INFORMATION*

- ♦ Enrollment Requirements..... 18 Years of Age and 5 Years of Good Driving Record
- ♦ Program Length..... 330 Hours
- ♦ Courses offered on..... Consult School for Starting Date
- ♦ Receives Class A With Endorsements

### **COST**

Tuition: \$3,990.00  
Supplies: \$0  
Registration Fee: \$0

# Tulare Adult School

575 West Maple  
Tulare, CA 93274

Phone: (209) 686-0225 FAX: (209) 687-7447

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/Assistance  
Job Placement Assistance

## Course Title: Certified Nurses Assistance/Home Health Aide

Occupational Objective: Certified Nurses Assistance/Home Health aide

### COURSE INFORMATION

- ◆ Enrollment Requirements..... Pass a Reading Test
- ◆ Program Length..... 220 Hours
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$175.00  
Supplies: \$200.00 (Approximately)  
Certification Fee: \$80.00

## Course Title: Cosmetology

Occupational Objective: Licensed Cosmetologist

### COURSE INFORMATION

- ◆ Enrollment Requirements..... 16 Years of Age, High School Diploma, or GED
- ◆ Program Length..... 1600 Hours
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Eligible for State Board Examination

### COST

Tuition: Tulare Adult School Covers Tuition  
Supplies: \$600.00  
Registration Fee: \$0

## Course Title: Manicurist

Occupational Objective: Licensed Manicurist

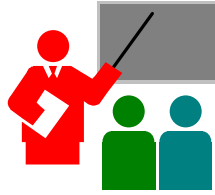
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... 16 Years of Age, High School Diploma, or GED
- ◆ Program Length..... 350 Hours
- ◆ Courses offered on..... Open Entry/Open Exit
- ◆ Eligible for State Board Examination

### COST

Tuition: Tulare Adult School Covers Tuition  
Supplies: \$435.00  
Registration Fee: \$0

# Tulare Adult School Continued



## Course Title: Medical Transcription

Occupational Objective: Entry Level Medical Transcriptionist

### *COURSE INFORMATION*

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| ♦ Enrollment Requirements .....       | Pass Entry Test and Type 20 WPM |
| ♦ Program Length.....                 | 11 to 12 Months                 |
| ♦ Courses offered on.....             | Open Entry/Open Exit            |
| ♦ Certificate Awarded Upon Completion |                                 |

### *COST*

Tuition:	\$0
Supplies:	\$40.00
Registration Fee:	\$0

## Course Title: Office Skills

Occupational Objective: Entry Level - Office Setting

### *COURSE INFORMATION*

- |                                       |                      |
|---------------------------------------|----------------------|
| ♦ Enrollment Requirements .....       | Pass Reading Test    |
| ♦ Program Length.....                 | 8 to 10 Months       |
| ♦ Courses offered on.....             | Open Entry/Open Exit |
| ♦ Certificate Awarded Upon Completion |                      |

### *COST*

Tuition:	\$0
Supplies:	\$300.00
Registration Fee:	\$0

## Course Title: Welding

Occupational Objective: Welder

### *COURSE INFORMATION*

- |                                       |                      |
|---------------------------------------|----------------------|
| ♦ Enrollment Requirements .....       | 16 Years of Age      |
| ♦ Program Length.....                 | 6 to 8 Months        |
| ♦ Courses offered on.....             | Open Entry/Open Exit |
| ♦ Certificate Awarded Upon Completion |                      |

### *COST*

Tuition:	\$0
Supplies:	\$45.00
Certification Fee:	\$60.00

# West Hills Community College

1200 Cinnamon Dr.  
Lemoore, CA 93245

Phone: (209) 924-9524 FAX: (209) 924-8293

## Services Provided:

Vocational/Career Assessment  
Vocational/Career Counseling  
Financial Aid/ Assistance  
On-Site Child Care  
Tutorial Services  
Services for Special Needs Students

## Course Title: Administration of Justice

Occupational Objective: Professional in Criminal Justice System

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 1/2 Years (60 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Associates Degree Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Agriculture Business

Occupational Objective: Farm and Ranch Management

### COURSE INFORMATION

- ◆ Enrollment Requirements..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 -2 1/2 Years (60 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Associates Degree Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Agriculture Mechanics Technology

Occupational Objective: Agriculture Mechanic

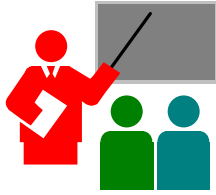
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 - 2 1/2 Years (60 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Associates Degree Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# West Hills Community College Continued



## Course Title: Animal Science

Occupational Objective: Animal Science Industry

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 - 2 1/2 Years (60 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Associates Degree Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Art

Occupational Objective: Visual Arts Field

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 - 2 1/2 Years (60 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Associates Degree Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Auto Technology

Occupational Objective: Career in Auto Technology

### COURSE INFORMATION

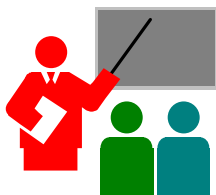
- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 - 2 1/2 Years (60 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Associates Degree Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00



# West Hills Community College Continued



## Course Title: Business Management

Occupational Objective: Entry Level - Business Management

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 Years (42-44 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Clerk Typist

Occupational Objective: Entry Level - Office Setting

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 - 1 1/2 Years (28-31 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Computer Information Systems

Occupational Objective: Computer Operator

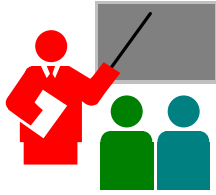
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 - 2 1/2 Years (60 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# West Hills Community College Continued



## Course Title: Computer Networking

Occupational Objective: Computer Network Specialist

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 Years (36 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Crop Science

Occupational Objective: Food and Fiber Production

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 - 2 1/2 Years (60 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Associates Degree Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Early Childhood Education

Occupational Objective: Employment in Day Care Facility

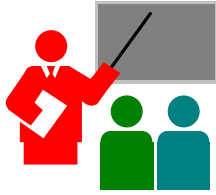
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 - 1 1/2 Years (30 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# West Hills Community College Continued



## Course Title: Early Childhood Education - Administration

Occupational Objective: Private and Public Day Care Facility - Administrator

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 Years (42 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Educational Assistant

Occupational Objective: Teacher Assistant

### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 - 1 1/2 Years (22 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Diesel Engine

Occupational Objective: Service Diesel Equipment

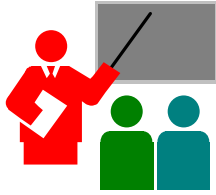
### COURSE INFORMATION

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 - 1 1/2 Years (33 1/2 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### COST

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# West Hills Community College Continued



## Course Title: Diesel Fuel Injection

Occupational Objective: Service Diesel Powered Equipment

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 - 1 1/2 Years (32 1/2 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Diesel Truck Repair

Occupational Objective: Diesel Truck Repair

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 1/2 - 2 Years (45 1/2 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Heavy Equipment Technician

Occupational Objective: Service and Repair Heavy Equipment

### *COURSE INFORMATION*

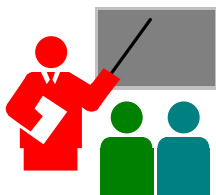
- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 2 - 2 1/2 Years (53 1/2 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# West Hills Community College

## Continued



### Course Title: Health Science

Occupational Objective: Health Field

#### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ♦ Program Length..... 2 - 2 1/2 Years (60 Units)
- ♦ Courses offered on..... Semester Basis
- ♦ Associate of Science Degree Awarded Upon Completion

#### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

### Course Title: Humanities - Philosophy

Occupational Objective: Public Service

#### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ♦ Program Length..... 2 - 2 1/2 Years (60 Units)
- ♦ Courses offered on..... Semester Basis
- ♦ Associates Degree Awarded Upon Completion

#### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

### Course Title: Industrial Technician

Occupational Objective: Broad Overview of Technology for Industry Trade

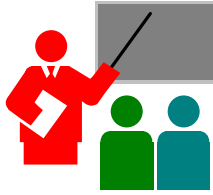
#### *COURSE INFORMATION*

- ♦ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ♦ Program Length..... 1 Semester (15 Units)
- ♦ Courses offered on..... Semester Basis
- ♦ Certificate Awarded Upon Completion

#### **COST**

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

# West Hills Community College Continued



## Course Title: Office Management and Technology

Occupational Objective: Business or Government Occupations

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 - 1 1/2 Years (38 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Secretary/Word Processing

Occupational Objective: Secretary

### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 1 - 1 1/2 Years (29-32 Units)
- ◆ Courses offered on..... Semester Basis
- ◆ Certificate Awarded Upon Completion

### *COST*

Tuition: \$13.00/Unit  
Supplies: Varies  
Health Fee: \$10.00

## Course Title: Truck Driver

Occupational Objective: Licensed Truck Driver

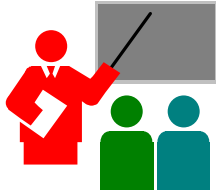
### *COURSE INFORMATION*

- ◆ Enrollment Requirements ..... High School Diploma, GED, or 18 Years of Age
- ◆ Program Length..... 244 Hours
- ◆ Courses offered on..... Consult School for Starting Date
- ◆ Eligible for Class A Examination Upon Completion

### *COST*

Tuition: \$343.00  
Supplies: \$0  
Registration Fee: \$0

# West Hills Community College Continued



**Course Title:**

**Welding Technician**

Occupational Objective: Welder

## ***COURSE INFORMATION***

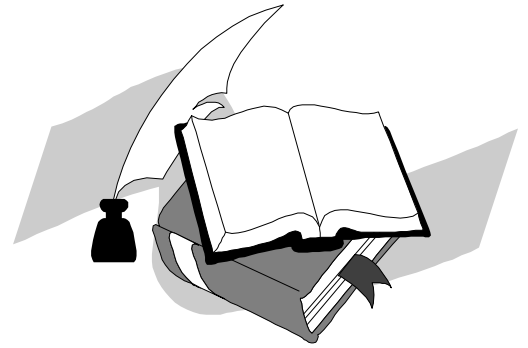
- |                                       |  |
|---------------------------------------|--|
| ◆ Enrollment Requirements .....       | High School Diploma, GED, or 18 Years of Age |
| ◆ Program Length.....                 | 2 Semesters (24 1/2 Units)                   |
| ◆ Courses offered on.....             | Semester Basis                               |
| ◆ Certificate Awarded Upon Completion |  |

## **COST**

Tuition:	\$13.00/Unit
Supplies:	Varies
Health Fee:	\$10.00

# **SPECIALTY ASSISTANCE PROVIDERS**

The following educational entities provide assistance to individuals who wish to obtain their Citizenship, GED Certificate, High School Diploma, or English as a Second Language or other short term speciality training. The American Red Cross offers a variety of health related training.



---

**American Red Cross**  
**101 N. Irwin Suite 203**  
**Hanford, CA 93230**  
**(209) 584-5015**

**Offers:**

- ◆ California Child Care
- ◆ Community First Aid and Safety
- ◆ Disaster Training
- ◆ Lifeguard Training
- ◆ Preventing Disease Transmission
- ◆ Standard First Aid

**Hanford Adult School**  
**120 E. Grangeville Blvd.**  
**Hanford, CA 93230**  
**(209) 583-0856**

**Offers:**

- ◆ Adult Basic Education
- ◆ Citizenship
- ◆ English as a Second Language
- ◆ GED Certificate
- ◆ High School Diploma
- ◆ Reading Literacy

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**Clovis Adult Education**  
**1452 David E. Cook Way**  
**Clovis, CA 93611**  
**(209) 279-0259**

**Offers:**

- ◆ Citizenship
- ◆ English as a Second Language
- ◆ GED Certificate
- ◆ High School Diploma

**Lemoore Adult School**  
**101 E. Bush St.**  
**Lemoore, CA 93245**  
**(209) 924-6620**

**Offers:**

- ◆ English as a Second Language
- ◆ GED Certificate
- ◆ School Bus Driver

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**Corcoran Adult School**  
**1128 S. Dairy Ave.**  
**Corcoran, CA 93212**  
**(209) 992-3951**

**Offers:**

- ◆ Adult Basic Education
- ◆ English as a Second Language
- ◆ GED Certificate
- ◆ High School Diploma

**Proteus, Inc.**  
**217 W. 7th St.**  
**Hanford, CA 93230**  
**(209) 582-9253**

**Offers:**

- ◆ Certified Nurse Assistant
- ◆ English as a Second Language
- ◆ GED Certificate
- ◆ Home Health Aid



# INDEX OF OCCUPATIONS

<u>Occupation</u>	<u>Training Providers</u>
Administration of Justice	12, 55, 68, 83
Aeronautics	28
Agriculture Management/Animal Science	12, 13, 51, 56, 57, 83, 84
Agriculture Mechanics	13, 83
Air Conditioning and Refrigeration	16, 69, 78
Aircraft Maintenance	27
Art - Design	15, 84
Automotive/Diesel Mechanics	13, 30, 34, 40, 41, 51, 56, 77, 84, 87, 88
Aviation	27, 28, 56
Barber	65
Bookkeeper/Accounting	9, 12, 30, 40, 42, 47, 55, 63
Business Administration/Management	6, 31, 47, 48, 49, 50, 59, 68, 71, 72, 75, 76, 85, 90
Child Development	14, 31, 52, 53, 57, 86, 87
Clerical/General Office	10, 23, 30, 41, 44, 50, 51, 54, 57, 61, 63, 82, 85,
Computer	9, 11, 15, 24, 34, 42, 45, 48, 59, 61, 63, 64, 85, 86
Computer Repair	26, 66
Construction	14, 31, 77
Cosmetologist	29, 62, 81
Court Reporting	75
Dairy Science	15
Dental/Assistant or Hygienist	32, 58, 69, 72
Doctor	7
Drafting	10, 16, 23, 33
Electronics	16, 33, 50, 66
Esthetics	29
Environmental Technology	33
Farming	21, 61, 86
Fashion or Interior Buyer/Designer	14, 17, 19, 38, 58
Fire Technology	17
Floral Technology	17, 21, 78
Food Service	18, 32, 53, 58
Graphic Designer	18
Health/ Administration or Management	6, 8, 69, 72, 89
Health/Medical Technician	9, 11, 25, 26, 36, 42, 44, 45, 52, 53, 70, 73, 74, 77, 78, 81
Horse Production	18
Hospitality and Tourism	49
Human Service	19, 89
Industrial Technician	89
Landscape Design	20, 60
Law Enforcement	7, 22, 32, 55, 68
Lawyer	7
Librarian	35
Licensed Vocational Nurse	10, 45
Maintenance Technology	19, 41
Manicurist	29, 62, 81
Manufacturing Technology	35, 60
Marketing Management	20, 35

## Index of Occupations -Continued

<b><u>Occupation</u></b>	<b><u>Training Providers</u></b>
Medical Billing/Transcriber	25, 36, 46, 70, 82
Nursery Management	20
Ornamental Horticulture Technology	21
Paralegal	36
Park/Forest Technology	60
Pharmacy Technology	26, 73
Plumbing	21, 37
Printing Technology	37
Radiological Technology	37
Real Estate	5, 22, 67
Registered Nurse	22, 38
Respiratory Therapist	38, 73
Retailing	38, 52, 58
School Administration	7
School Bus Driver	79
Secretary/Business, Legal or Medical	23, 25, 43, 59, 64, 71, 90
Teacher	7
Teacher Assistant	87
Theater Arts	39
Travel	71
Truck Driving	4, 80, 90
Veterinary Assistant	71
Water Utility	39
Welder	24, 39, 82, 91